

# CITY OF MEMPHIS



## ORACLE MANAGER SELF-SERVICE TRAINING

**Sept 24 – Oct 12, 2012**

**1**

**Training Objectives**

**The Three Laws of the System**

**Intro to CMEM E-Business Suite**

**2**

**CMEM Employee Self-Service**

**3**

**CMEM Manager Self-Service**

**4**

**Self-Service Manager Approval**

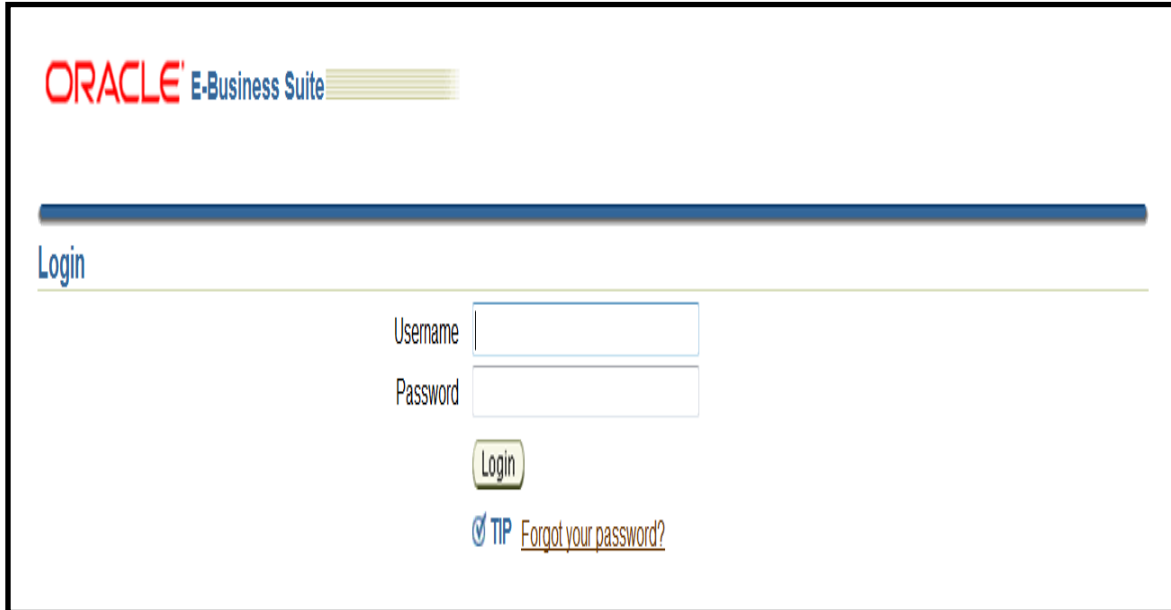
**5**

**HRSS Training Exercise**

# City Of Memphis

---

## Oracle Self-Service Training



The screenshot shows the Oracle E-Business Suite login interface. At the top left is the 'ORACLE' logo in red and 'E-Business Suite' in blue. Below this is a horizontal blue bar. Under the bar, the word 'Login' is displayed in blue. To the right of 'Login' are two input fields: 'Username' and 'Password'. Below the 'Password' field is a 'Login' button. At the bottom, there is a 'TIP' icon followed by the text 'Forgot your password?'.

## CMEM Employee Self-Service



**Presented by CMEM Human Resources Division**

---

## Contents

<i>Training Objectives</i> .....	ii
<i>Introduction to the CMEM E-Business Suite</i> .....	iv
<i>E-Business Suite Home Page</i> .....	vii
<i>CMEM EMPLOYEE SELF-SERVICE</i> .....	1
ESS1 – <i>Personal Information</i> .....	2
1.1 - View Basic Details .....	2
1.2 – Add/Update Phone Numbers .....	3
1.3 – Update Main Address .....	5
1.4 – Emergency Contact.....	7
1.5 – Additional Contacts .....	9
ESS2 – <i>My Information</i> .....	11
2.1 – View My Information .....	11
ESS3 – <i>Benefits</i> .....	12
3.1 – View/Update Benefits Enrollment.....	12
3.2 – View Current Benefits .....	12
ESS4 – <i>Employee Tax Form W2</i> .....	14
ESS5 – <i>Employee Tax Form W4</i> .....	15
5.1 – Update.....	15
5.2 – Exempt Status .....	16
ESS6 - <i>Payslip</i> .....	18
6.1 – View Payslip.....	18
ESS7 – <i>Worklist Notifications</i> .....	19
7.1 – View Notifications.....	19
7.2 – View/Apply Worklist Notification actions .....	20
ESS8 – <i>Competence Profile</i> .....	22
8.1 – View/Update Employee’s Competence Profile .....	22
8.2 – Adding Competencies.....	22
8.3 – New Levels Attained .....	23
ESS9 – <i>Education and Qualifications</i> .....	27
9.1 – View Education and Qualification.....	27
9.2 – Add Education and Qualifications .....	27

<i>CMEM Manager Self-Service</i> .....	38
<i>MSS1 – Personal Information</i> .....	39
1.1 – View Employee Personal Information .....	39
<i>MSS2 – My Employee Information</i> .....	40
2.1 – My Employee Information .....	40
<i>MSS3 – Special Information</i> .....	41
3.1 – View Special Information Types .....	41
<i>MSS4 – Competency Profile</i> .....	42
4.1 – View Employee’s Competence Profile .....	42
<i>MSS5 – Manager Actions</i> .....	43
5.1 – Transfer Employees .....	43
5.2 – Change Manager .....	49
5.3 – Change Pay .....	53
5.4 – Change Position .....	55
5.5 – Change Location .....	57
5.6 – Employee Competency Profile .....	59
5.7 – View Special Information .....	61
<i>HRSS1 - Worklist (Notifications)</i> .....	66
<i>HRSS2 - Vacation Rules</i> .....	68
<i>HRSS3 - Worklist Access</i> .....	70
<i>EXER1 – Employee HRSS Training Exercise</i> .....	73
1.1 - Employees’ Personal Information .....	73
1.2 - Competencies and Education Qualifications .....	73
<i>EXER2 – Manager HRSS Training Exercise</i> .....	74
1.1 - My Employee Information .....	74
1.2 - Managers’ Actions .....	74
1.3 - Work List Notification .....	74

---

## *Training Objectives*

After completing this training, you should be able to do the following:

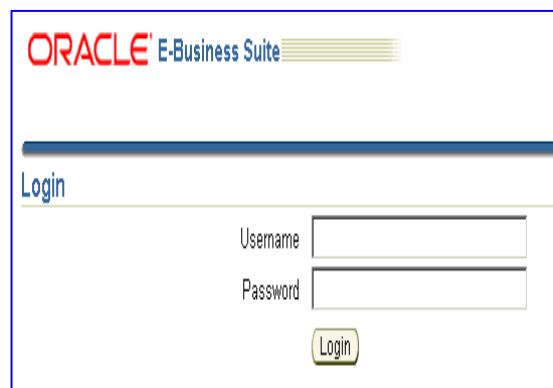
- Understand how the Human Resources system works
- Learn the “Three Laws” for the new system
- Recognize what information can be viewed and updated
- Perform hands-on activities on the computer

## *Benefits of the Human Resources Oracle System:*

**The new system** will allow employees to review and update personal information.

Employees will be able to access **the new system** from any computer in the office.

Managerial employees can approve paperwork online using **the new system**

A screenshot of the Oracle E-Business Suite login interface. At the top, the text "ORACLE E-Business Suite" is displayed in red and blue. Below this, a horizontal blue bar separates the header from the login section. The word "Login" is written in blue text. Underneath, there are two input fields: "Username" and "Password". Below the password field is a yellow "Login" button.

# The Three Laws of Oracle Self-Service

**1.**

**Do not use the “Internet Browser Back Button”**

**2.**

**Do not enter “Post Office Box Addresses”**

**3.**

**Managers – If an action is rejected “Enter the Reason”**

## Introduction to the CMEM E-Business Suite

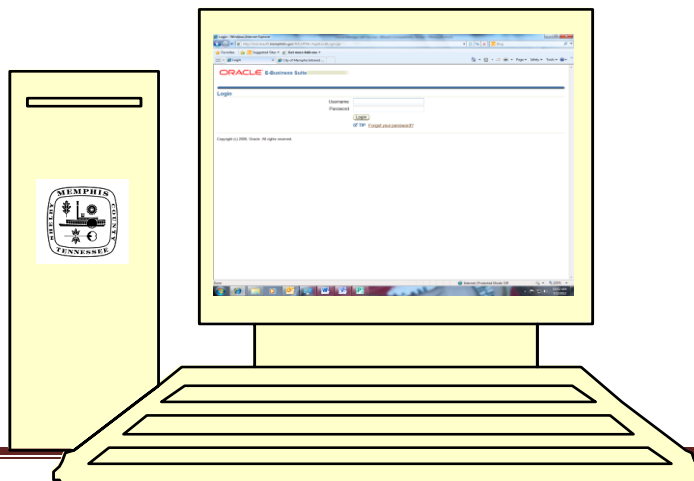
### Alternative # 1: Using any CMEM computer connected to the Internet

- Go to [www.memphistn.gov](http://www.memphistn.gov) if applicable
- Click on the **Employee Self-Service** link

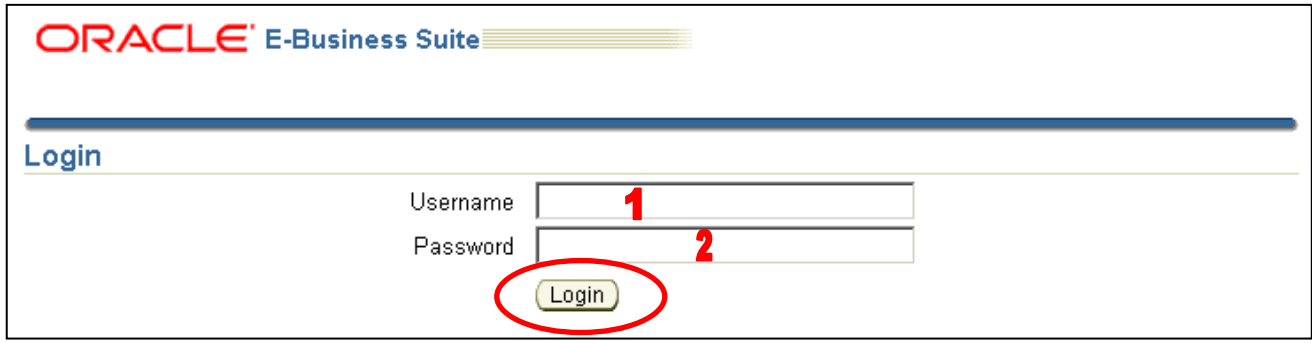


### Alternative # 2: Using the Kiosks located throughout the Division.

- You are already in the Oracle Human Resources Self-Service home page.



## How to Login in the System



- From the Login page, enter:
  1. Username
  2. Password
- Click on the **Login** button.

### TRAINING PLAYGROUND

**Username: Employee System Username (Jimmy.Brown)**

**Password: Your Oracle system login**

If this is your first time or you forgot your current password, you will need to call the CMEM Service Desk 636-6100 to reset the password. Then you will need to create a new password.

### **Tips for creating good passwords:**

- It needs to contain special characters such as @#\$%^&
- It must be at least 8 characters long.
- It must not have any common words such as 123, password, your birth date, your login name and any words that can be found in the dictionary.
- a variation of capitalization and small letters



## How to Change a Password

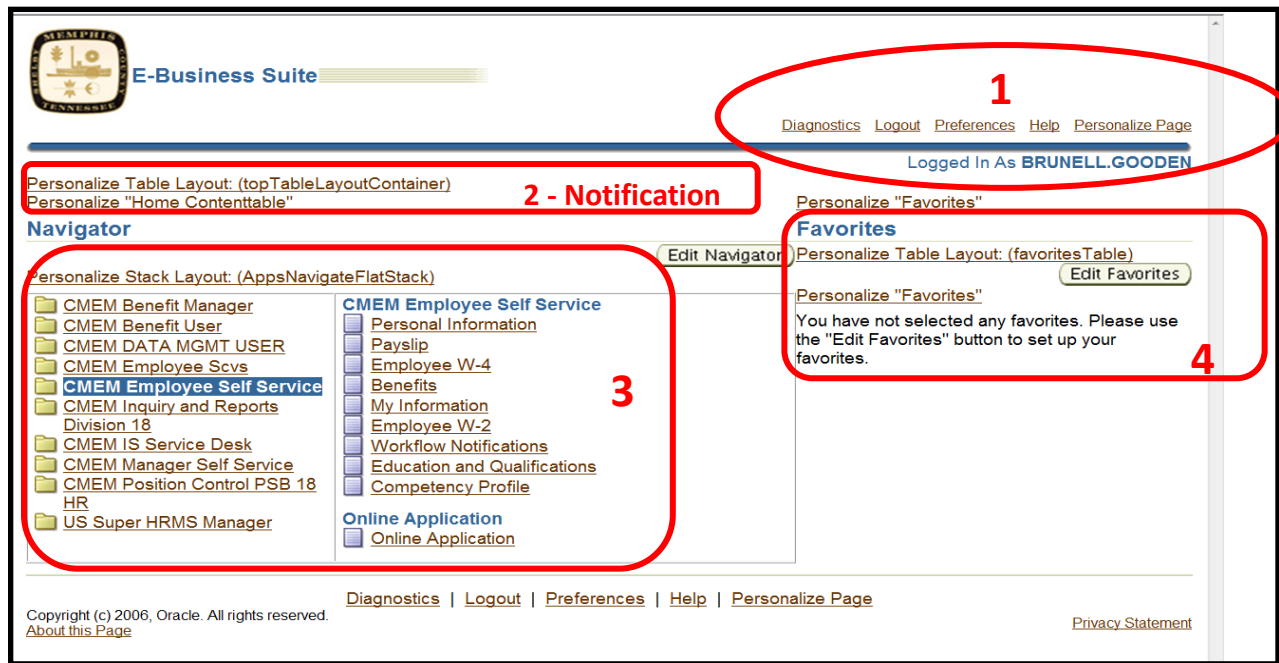
The screenshot shows the Oracle E-Business Suite 'Change Password' form. At the top is the Oracle E-Business Suite logo. Below it is a blue header bar with the text 'Change Password'. The main title 'Change Password' is displayed in blue. A note states '\*Indicates Required Field'. There are three input fields: '\*Current Password', '\*New Password', and '\*Re-enter New Password'. A tip icon (a blue checkmark) is followed by the text 'TIP Password must be at least 5 characters long.' At the bottom right are 'Cancel' and 'Apply' buttons.

1. Enter current Password
2. Enter New Password
3. Re-enter New Password
4. Click on **Apply** button

If you type the wrong password, you will be prompted to the next screen:

The screenshot shows the Oracle E-Business Suite 'Login' screen. At the top is the Oracle E-Business Suite logo. Below it is a blue header bar with the text 'Login'. A green error banner with a red 'x' icon and the text 'Error Login failed. Please verify your login information or contact the system administrator.' is displayed. Below the banner are input fields for 'Username' (containing 'JVALDEZ') and 'Password'. A 'Login' button is located below the password field. At the bottom left, the text 'Copyright 2004 Oracle Corporation. All rights reserved.' is visible.

## E-Business Suite Home Page



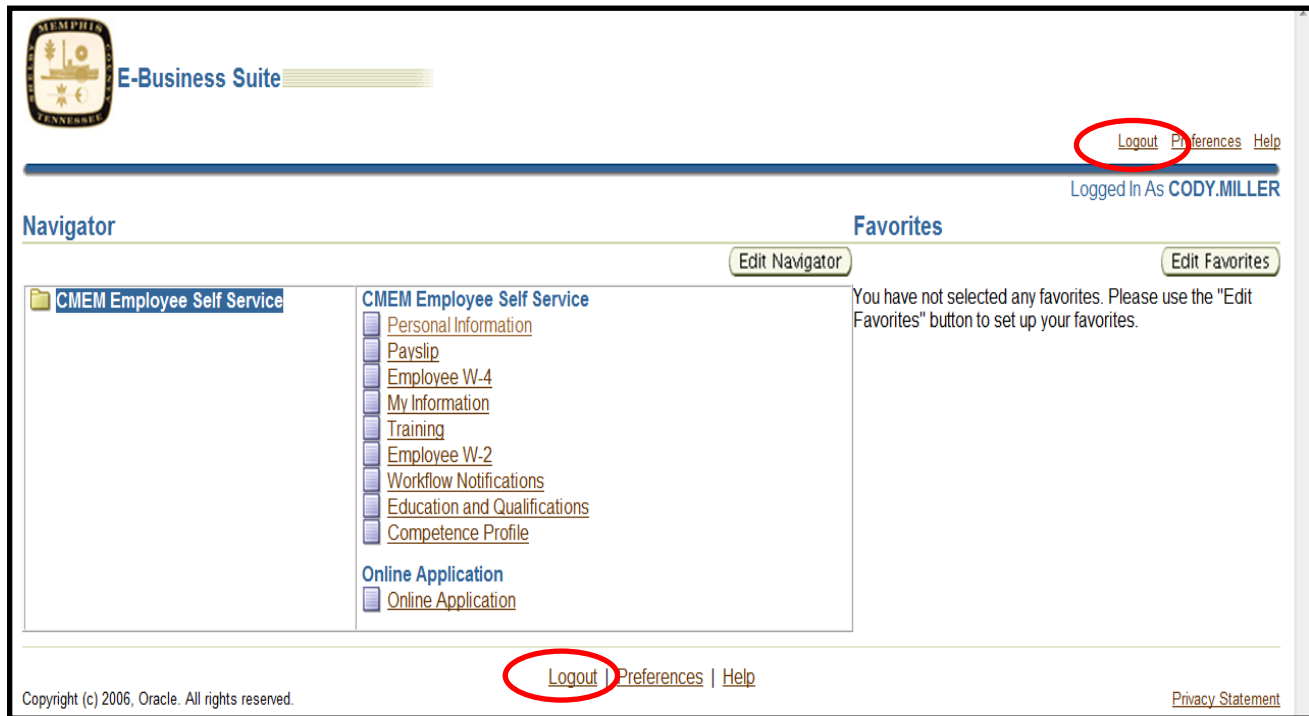
1. **Global Menu Area** – this menu appears on every page.
2. **Notification Area** – Important messages will be displayed here
3. **Navigation Area** – This is where you access the application
4. **Favorites Area** – Here you can create quick links to your favorite web pages and menus.

# Law No. 1

**Do not use the “internet browser” back button**

## How to Logout of the System:

1. From any menu, click on Logout



2. You will exit the system and return to the sign on screen.

# **Introduction to the CMEM E-Business Suite**

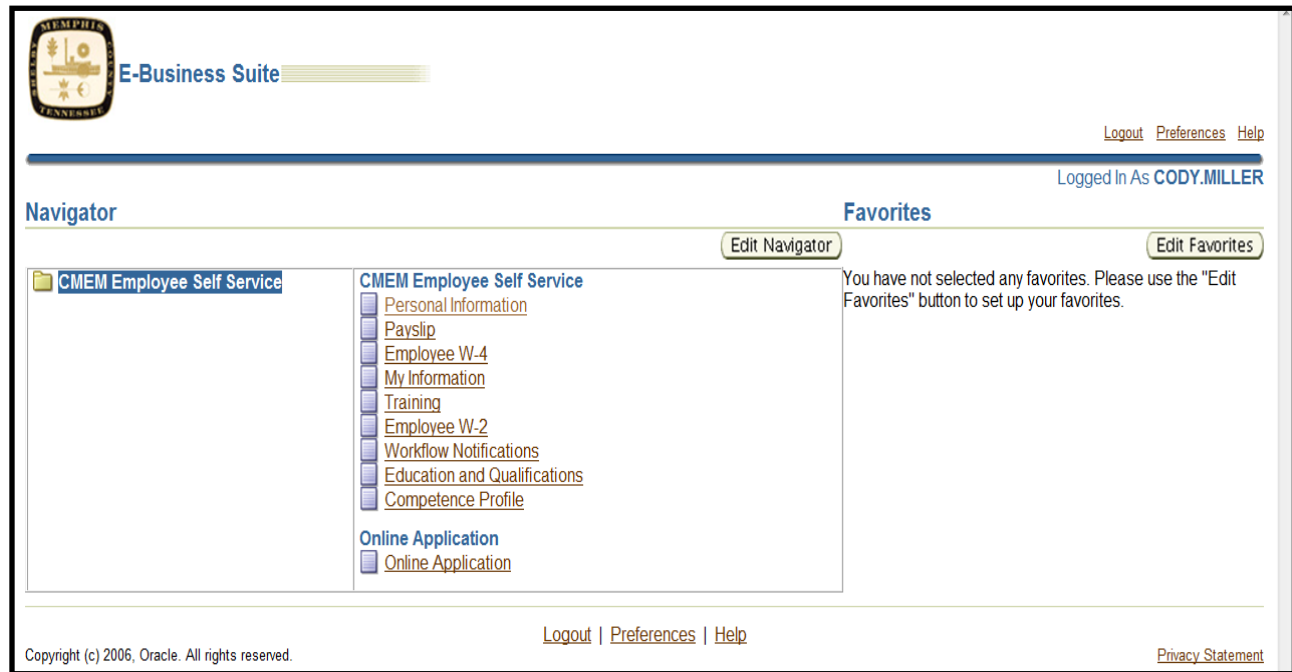
## **Summary**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

# CMEM EMPLOYEE SELF-SERVICE

## Home Page

- Click on **CMEM Employee Self-Service** to view all functions




View Only	Ability to Update
<ul style="list-style-type: none"><li>➤ Basic Detail ( SSN, Date of Birth)</li><li>➤ My Infoormation</li><li>➤ Benefits (Except during Open Enrollment)</li><li>➤ IRS Form W2</li><li>➤ CMEM Pay Slip</li></ul>	<ul style="list-style-type: none"><li>➤ Personal Information<ul style="list-style-type: none"><li>❖ Basic Detail – Name</li><li>❖ Basic Detail – Marital Status</li><li>❖ Basic Detail – Main Address</li><li>❖ Basic Detail – Emergency Contact</li><li>❖ Basic Detail – Additional Contact</li></ul></li><li>➤ IRS Form W4</li><li>➤ Competence Profile</li><li>➤ Education and Qualifications</li></ul>

## ESS1 – *Personal Information*

# Law No. 2

**Do not use Post Office Box addresses**

### 1.1 - View Basic Details

**CMEM Employee Self Service**

[Home](#) [Logout](#) [Preferences](#)

---

**Personal Information**

Back

Employee Name	<b>Cody Miller</b>	Employee Number	<b>27479</b>
Business Group	<b>City of Memphis Tennessee</b>		

---

**Basic Details**

Update

Full Name	<b>Miller, Cody Test Emp #2</b>
Marital Status	
Date of Birth	<b>04-May-1979</b>
Social Security	<b>645-83-6458</b>
Employee Number	<b>27479</b>
Organization Email Address	<b>cody.miller@memphistn.gov</b>

1. Click on **CMEM Employee Self Service**
2. Click on **Personal Information**
3. Verify if your personal information is correct.
  - Full name
  - Marital status
  - Date of birth
  - Social security
  - Employee number
  - Email address
4. Click on **Back** button


## 1.2 – Add/Update Phone Numbers

 **Note: This data is for testing only, No changes will affect your real data in production**

**Phone Numbers**

Add

1. Click on **CMEM Employee Self Service**
2. Click on **Personal Information**
3. Under the **Phone Numbers** section click “**Add (for new record) & Update (for existing record)**” button.


**CMEM Employee Self Service**

Home Logout Preferences Help

**Phone Numbers: Enter and Maintain**

Cancel Save For Later Next

Employee Name **Cody Miller** Employee Number **27479**  
Business Group **City of Memphis Tennessee**

Type	Number	Delete
Home Phone	901-123-4567	

Add Another Row

☒ **TIP** Please enter phone number in the format: 999-999-9999


Cancel Save For Later Next

Home | Logout | Preferences | Help

Copyright (c) 2006, Oracle. All rights reserved. [Privacy Statement](#)

4. Click on **Add Another Row** button
5. Select **Work Cell** type from drop down list of values
6. Enter Number in text box
7. Click on “**Next**” button

## Review Page

**CMEM Employee Self Service**

[Diagnostics](#) [Home](#) [Logout](#) [Preferences](#) [Help](#)

---

### Personal Information: Review

BY SUBMITTING THIS INFORMATION, YOU ACKNOWLEDGE THAT YOU ARE AWARE OF ANY AND ALL CITY PERSONNEL POLICIES PERTAINING TO INFORMATION ON THIS FORM AND INFORMATION YOU HAVE PROVIDED IS FACTUAL AND COMPLIANT WITH SAID CITY POLICIES.

Employee Name **Brunell Gooden** Employee Number **18943**

---

Review your changes and, if needed, attach supporting documents.

☒ Indicates Changed Items.

#### Phone Numbers

	Current	Proposed
Home Phone	703-969-7998	703-969-7998
Mobile	703-969-7998	703-969-7998
Pager	111-111-1111	111-111-1111
Work	703-969-7998	703-969-7998
Work Fax	703-441-8279	703-441-8279
Work Pager		222-333-4444 <input checked="" type="radio"/>

#### Additional Information

##### Attachments


To help approvers understand the request, you can attach supporting documents, images, or links to this action.

None

8. Review your proposed changes

9. Click on “Submit” button

## Confirmation Page

 **Confirmation**

Your changes have been applied.

10. Click on “Return to Overview” button to confirm changes.

11. Click on “Home” Link to return to Home page.



## 1.3 – Update Main Address

**Main Address** Update

Address Line 1 **1393 Third Street**  
Address Line 2  
Address Line 3  
City **Memphis State Univer**  
State **TN**  
Tennessee  
Zip Code **38109**  
County **Shelby**  
Shelby  
Type

1. Click on **CMEM Employee Self Service**
2. Click on **Personal Information**
3. Under the **Main Address** section click **“Update”** button.
4. **Note: Correction or Amendment is not permitted**

PLEASE CLICK 'NEXT' TO CONTINUE. 'CORRECT OR AMEND THIS ADDRESS' IS NOT PERMITTED.  
Select the type of change you want to make: Correct if details of the address are incorrect, or enter a new address.

☐ Correct or amend this address.  
☒ Enter a new address if you have moved.

☒ **TIP** Address change must be in compliance with City residency policy PM-14-02

Cancel Next

[Diagnostics](#) | [Home](#) | [Logout](#) | [Preferences](#) | [Help](#)

Copyright (c) 2006, Oracle. All rights reserved. [About this Page](#) [Privacy Statement](#)

5. Select the Enter a new address if you have moved Radio Button
6. Click on **“Next”** button
7. Enter new address

**Main Address: Enter New Address** Cancel Save For Later Back Next

Employee Name **Cody Miller** Employee Number **27479**  
Business Group **City of Memphis Tennessee**

Enter the date your change takes effect. Select your country and enter your address.

\* Indicates required field  
☒ **TIP** Address change must be in compliance with City residency policy PM-14-02  
☒ **TIP** PLEASE DO NOT ENTER A POST OFFICE BOX OR USE SPECIAL CHARACTERS like '#' or '.' WHEN ENTERING ADDRESS.

\* Effective Date **23-Aug-2012**

Type **Primary Home Country Address**

Country **United States**

\* Address Line 1 **1234 Nowhere Road**  
Address Line 2  
Address Line 3

\* City **Germantown**   
State **TN**  
Tennessee

\* Zip Code **38183**  
County **Shelby**  
Shelby

Address Compliance Acknowledgement **Yes**

☒ **TIP** PLEASE SELECT 'Yes' TO ACKNOWLEDGE THIS ADDRESS CHANGE IS IN COMPLIANCE WITH CITY OF MEMPHIS POLICY

Cancel Save For Later Back Next

8. Click [Tab] on the keyboard or on the flashlight icon  in order to search for your city name from list of values

**Search and Select: City** Cancel Select

**Search**  
To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.  
Search By: City  Go

**Results** Previous 1-10 Next 10

Select	Quick Select	City	State	Zip Code	County
<input type="radio"/>		Germantown	CT	06810 - 06814	Fairfield
<input type="radio"/>		Germantown	CT	06816 - 06817	Fairfield
<input type="radio"/>		Germantown	WI	53022 - 53022	Washington
<input checked="" type="radio"/>		Germantown	TN	38183 - 38183	Shelby
<input type="radio"/>		Germantown	TN	38138 - 38139	Shelby

9. Select the proper city and zip code by clicking the radio button. Then click on the "Select" button.

10. Click on "Next" button

11. You are prompted to a review page.

**Personal Information: Review** Cancel Printable Page Save For Later Back Submit

BY SUBMITTING THIS INFORMATION, YOU ACKNOWLEDGE THAT YOU ARE AWARE OF ANY AND ALL CITY PERSONNEL POLICIES PERTAINING TO INFORMATION ON THIS FORM AND INFORMATION YOU HAVE PROVIDED IS FACTUAL AND COMPLIANT WITH SAID CITY POLICIES.

Employee Name **Cody Miller** Employee Number **27479**  
Business Group **City of Memphis Tennessee**

Review your changes and, if needed, attach supporting documents.  
 Indicates Changed Items.

**Main Address**

	Current	Proposed
Effective Date	20-Aug-2012	23-Aug-2012
Country	United States	United States
Address Line 1	1393 Third Street	1234 Nowhere Road
City	Memphis State Univer	Germantown
State	TN	TN
Zip Code	38109	38183
County	Shelby	Shelby
Address Compliance Acknowledgement		Yes

**Additional Information**

**Attachments**  
To help approvers understand the request, you can attach supporting documents, images, or links to this action.  
None Add

12. Review your proposed changes

13. Click on "Submit" button

**Confirmation**  
Your changes have been applied.

Return to Overview

14. Click on "Return to Overview" button to view your changes

15. Click on "Home" link to return to home page

## 1.4 – Emergency Contact

1. Click on **CMEM Employee Self Service**
2. Click on **Personal Information**
3. Under the **Emergency Contacts** section click on “**Update or Add**” button if no contact is listed

**Emergency Contacts**

Enter or update information about people you want human resources to contact in the event of an emergency. You can designate more than one person as an Emergency Contact, but only one Primary Contact.

[Add](#)

Select	Name	Relationship	Primary Contact	Home Number	Work Number	Mobile Pager
	No results found.					

[Back](#)

[Home](#) | [Logout](#) | [Preferences](#)

Copyright (c) 2006, Oracle. All rights reserved. [Privacy Statement](#)

4. Click “**Add**” (**Note:** do not select from the list if entering a new contact)

**Existing Contacts: Choose**

[Cancel](#) [Continue](#)

Employee Name **Cody Miller** Employee Number **27479**  
Organization Email Address [cody.miller@memphistn.gov](mailto:cody.miller@memphistn.gov) Business Group **City of Memphis Tennessee**

Use this page to select and update an existing contact, or enter a new contact. To enter a new contact, click Continue without selecting an existing contact from the list.

Select	Name	Relationship	Primary Contact
<input type="radio"/>	Miller, Jack	Foster Child	No
<input type="radio"/>	Miller, Walk	Legal Custody Child	No

[Cancel](#) [Continue](#)

[Home](#) | [Logout](#) | [Preferences](#) | [Help](#)

Copyright (c) 2006, Oracle. All rights reserved. [Privacy Statement](#)

5. Click “**Continue**”
6. Input required information (indicated by an asterisk (\*)) in the fields
  - First and Last name (middle name optional)
  - Relationship
  - Effective Date
7. Click if this person will be your primary contact
8. Add a phone number
9. Click “**Add Another Row**” if necessary
10. Click “**Next**”

### Emergency Contact: Create

Employee Name **Cody Miller**  
Business Group **City of Memphis Tennessee**

Employee Number **27479**

[Cancel](#)

[Save For Later](#)

[Next](#)

Use this page to provide emergency contact information. In the event of an emergency, HR tries to reach your Primary Contact first.

\* Indicates required field

#### General Information

Title **Mr.**  
\* First Name **Willie**  
Middle Name  
\* Last Name **Miller**  
Suffix  
Prefix  
Email Address **willie.miller@yahoo.com**  
\* Relationship **Parent/Father**  
\* Effective Date **23-Aug-2012**  
(example: 23-Aug-2012)  
☒ Primary Contact

#### Main Address

☒ Use my address for this person.

#### Phone Numbers

Type	Number	Delete
Home Phone	901-987-1234	
<a href="#">Add Another Row</a>		

☒ **TIP** Please enter phone number in the format: 999-999-9999

[Cancel](#)

[Save For Later](#)

[Next](#)

## 11. Review your changes/updates

### Personal Information: Review

[Cancel](#)

[Printable Page](#)

[Save For Later](#)

[Back](#)

[Submit](#)

BY SUBMITTING THIS INFORMATION, YOU ACKNOWLEDGE THAT YOU ARE AWARE OF ANY AND ALL CITY PERSONNEL POLICIES PERTAINING TO INFORMATION ON THIS FORM AND INFORMATION YOU HAVE PROVIDED IS FACTUAL AND COMPLIANT WITH SAID CITY POLICIES.

Employee Name **Cody Miller**  
Business Group **City of Memphis Tennessee**

Employee Number **27479**

Review your changes and, if needed, attach supporting documents.

Indicates Changed Items.

#### Maintain Contact

##### Contact

Proposed	
Relationship Type	Parent/Father
Title	Mr.
First Name	Willie
Last Name	Miller
Email Address	willie.miller@yahoo.com
Primary Contact	Yes
Relationship Began On	23-Aug-2012
Emergency Contact	Yes
Resides With Me	Yes

##### Phone

Proposed	
Home Phone	901-987-1234

#### Additional Information

##### Attachments

To help approvers understand the request, you can attach supporting documents, images, or links to this action.

None [Add](#)

#### Comments to Approver

## 12. Click "Submit"

## Confirmation

Your changes have been submitted for approval.

[Return to Overview](#)

[Home](#) | [Logout](#) | [Preferences](#) | [Help](#)

Copyright (c) 2006, Oracle. All rights reserved.

[Privacy Statement](#)

13. The updated changes will be placed in a **View Pending for Approval** hold status when you return to the Home Page

14. Updated Emergency Contact will be updated with additional selection options (**Update, Remove & Add**)

## Main Address

[View Pending Approval](#)

Address Line 1 **1393 Third Street**  
Address Line 2  
Address Line 3  
City **Memphis State Univer**  
State **TN**  
[Tennessee](#)  
Zip Code **38109**  
County **Shelby**  
[Shelby](#)  
Type

## Emergency Contacts

Enter or update information about people you want human resources to contact in the event of an emergency. You can designate more than one person as an Emergency Contact, but only one Primary Contact.

Select Emergency Contact: [Update](#) [Remove](#) | [Add](#)

Select Name	Relationship	Primary Contact	Home Number	Work Number	Mobile Pager
<input checked="" type="radio"/> Miller, Mr. Willie	Parent/Father	Yes	901-987-1234		

[Back](#)

## 1.5 – Additional Contacts

1. Click on CMEM Employee Self Service
2. Click on Personal Information
3. Under the Select Emergency Contact click the “**Add**” button, and then “**Continue**”
4. Input the new contact information
5. Enter information in the fields
  - First Name
  - Middle Initial
  - Last Name
  - Email Address
  - Relationship
  - Relationship Start Date

**Note:** You can enter any number of contacts but only **one (1)** can be your “**Primary Contact**”

6. Uncheck the box “Use my address for this person” if the person has another address

- Enter contact new address information

\*\*\* Remember DO NOT TYPE State, Zip Code and County; this data is auto populated \*\*\*

7. Click “Next” or “Save for Later”

**Emergency Contact: Create**

Employee Name **Cody Miller** Employee Number **27479**  
Business Group **City of Memphis Tennessee**

Use this page to provide emergency contact information. In the event of an emergency, HR tries to reach your Primary Contact first.

\* Indicates required field

**General Information**

Title **Miss**  
\* First Name **Jackie**  
Middle Name  
\* Last Name **Joyner**  
Suffix  
Prefix  
Email Address **JJ@track&field.com**  
\* Relationship **Sister**  
\* Effective Date **23-Aug-2012**  
(example: 23-Aug-2012)  
☐ Primary Contact

**Main Address**  
☒ Use my address for this person.

**Phone Numbers**

Type	Number	Delete
Home Phone	901-737-9878	

[Add Another Row](#)

☒ TIP Please enter phone number in the format: 999-999-9999

[Cancel](#) [Save For Later](#) [Next](#)

8. Review your changes/updates on the review page

9. Click “Submit”

**Confirmation**

Your changes have been submitted for approval.

[Return to Overview](#)

[Home](#) | [Logout](#) | [Preferences](#) | [Help](#)


Copyright (c) 2006, Oracle. All rights reserved. [Privacy Statement](#)

10. Click “Return to Overview” to return to Home Page

## ESS2 – My Information

### 2.1 – View My Information

1. Click on **CMEM Employee Self Service**
2. Click on **My Information**

**CMEM Employee Self Service**

[Home](#) [Logout](#) [Preferences](#) [Help](#)

---

**Miller, Cody Test Emp #2**

The following section displays the summary as of today's date.

Effective Date **21-Aug-2012**

Assignment Number	<b>27479</b>	Assignment Start Date	<b>20-Aug-2012</b>
Assignment End Date		Job	<b>Technician</b>
Department	<b>151801-Animal Shelter</b>	Location	<b>158141-PKS Animal Shelter</b>
Manager	<b>Zench, John Test Emp #3</b>	Email Address	<a href="mailto:cody.miller@memphistn.gov">cody.miller@memphistn.gov</a>
Salary	<b>25,724.92 US Dollar</b>	Performance Rating	
Performance Review Date		Years of Service	<b>0</b>
Total Training Days	<b>0</b>	Applications Exist?	<b>No</b>

**Employment** **Salary**

The following section displays detailed historical information through today's date.

Details	Assignment Number	Assignment Start Date	Assignment End Date	Primary Assignment	Job	Grade	Department	Location	Assignment Category	Email Address
<a href="#">▶ Show</a>	27479	20-Aug-2012		Yes	Technician		151801-Animal Shelter	158141-PKS Animal Shelter	Regular	<a href="mailto:cody.miller@memphistn.gov">cody.miller@memphistn.gov</a>

**Employment** **Salary**

[Home](#) | [Logout](#) | [Preferences](#) | [Help](#)

Copyright (c) 2006, Oracle. All rights reserved. [Privacy Statement](#)


3. Click on **“Salary Tab”**
4. Click **“Home”** to return to home page

## ESS3 – Benefits

### 3.1 – View Benefits Enrollment

1. Click on **CMEM Employee Self Service**
2. Click on **Benefits Enrollment**

**Note: CMEM Benefits update features are not permitted outside of the Open Enrollment period**

**CMEM Employee Self Service**[Home](#) [Logout](#) [Preferences](#) [Help](#)

**Benefits Enrollment** **Current Benefits**

**Benefit Enrollments**

Name **Cody Miller**Program **Active**  
Event Name **NEW HIRE**Enrollment Period **20-AUG-2012 - 19-SEP-2012**[View Current Benefits](#)

[Information](#)  
**You may not enroll or change your benefits at this time.**  
You can only enroll or change your benefits during an enrollment period, such as annual enrollment, or after a life event, such as marriage, a new child, or relocation.

[View Current Benefits](#)


[Benefits Enrollment](#) | [Current Benefits](#) | [Home](#) | [Logout](#) | [Preferences](#) | [Help](#)

Copyright (c) 2006, Oracle. All rights reserved.[Privacy Statement](#)

### 3.2 – View Current Benefits

1. Click on View Current Benefits tab or button

Verify your **Current Benefits - Covered Dependents - Beneficiaries**

**CMEM Employee Self Service**[Home](#) [Logout](#) [Preferences](#) [Help](#)

**Benefits Enrollment** **Current Benefits**

**Current Benefits**

Name **Cody Miller**Program **Active**

Please show me the benefits as of  [Go](#)

**Benefit Selections**  
**Note: Please refer to your pay check for Pension Plan Contribution.**

Plan	Option	Coverage Start Date	Coverage	Employee - PreTax Cost	Employee - PostTax Cost
Medical - <a href="#">City of Memphis Premier Pre-Tax</a>	Family	01-Oct-2012		151.87	0.00
Dental - <a href="#">Dental Premier Pre-Tax</a>	Family	01-Oct-2012		44.36	0.00
Vision - <a href="#">Vision Pre-Tax</a>	Family	01-Oct-2012		7.94	0.00
Life Insurance (For You) - Life Employee Contr Pre-Tax		01-Oct-2012	38,600.00	2.38	0.00
Life Insurance (For Your Spouse and Dependents) - Life Dep		01-Oct-2012	10,000.00	1.07	0.00
Death Benefits Free (For You) - Death Benefit		01-Oct-2012	10,000.00	0.00	0.00
Disability - <a href="#">Long Term Disability</a>		20-Aug-2012	1,286.25	0.00	0.00
Disability - <a href="#">Short Term Disability</a>		01-Oct-2012	296.83	0.00	2.97
Pension - Pension <a href="#">Selections Overview Table</a>	2012 General Pension	20-Aug-2012		0.00	0.00
Beneficiary Only - Final Pay Beneficiary		01-Oct-2012		0.00	0.00
<b>Total</b>				<b>207.62</b>	<b>2.97</b>



## View Covered Dependents

### Covered Dependents

Plan	Option	Coverage Start Date	Dependent	Relationship	Social Security Number
Medical - City of Memphis Premier Pre-Tax	Family	01-Oct-2012	Jill Miller	Child	345-67-8987
		01-Oct-2012	Jim Miller	Child	906-89-7567
		01-Oct-2012	Jack Miller	Foster Child	234-45-6789
		01-Oct-2012	Walk Miller	Legal Custody Child	901-10-1009
Dental - Dental Premier Pre-Tax	Family	01-Oct-2012	Jill Miller	Child	345-67-8987
		01-Oct-2012	Jim Miller	Child	906-89-7567
		01-Oct-2012	Jack Miller	Foster Child	234-45-6789
		01-Oct-2012	Walk Miller	Legal Custody Child	901-10-1009
Vision - Vision Pre-Tax	Family	01-Oct-2012	Jill Miller	Child	345-67-8987
		01-Oct-2012	Jim Miller	Child	906-89-7567
		01-Oct-2012	Jack Miller	Foster Child	234-45-6789
		01-Oct-2012	Walk Miller	Legal Custody Child	901-10-1009
Life Insurance (For Your Spouse and Dependents) - Life Dep		01-Oct-2012	Jill Miller	Child	345-67-8987
		01-Oct-2012	Jim Miller	Child	906-89-7567
		01-Oct-2012	Jack Miller	Foster Child	234-45-6789
		01-Oct-2012	Walk Miller	Legal Custody Child	901-10-1009

## View Beneficiaries

### Beneficiaries

Plan	Option	Beneficiary	Relationship	Social Security Number	Primary %	Contingent %
Life Insurance (For You) - Life Employee Contr Pre-Tax		Walk Miller	Legal Custody Child	901-10-1009	100	0
Life Insurance (For Your Spouse and Dependents) - Life Dep		Cody Miller	Self	645-83-6458	100	0
Death Benefits Free (For You) - Death Benefit		Jack Miller	Foster Child	234-45-6789	100	0
Beneficiary Only - Final Pay Beneficiary		Employee's Own Trust	Third Party		100	0

[Benefits Enrollment](#) | [Current Benefits](#) | [Home](#) | [Logout](#) | [Preferences](#) | [Help](#)

Copyright (c) 2006, Oracle. All rights reserved.

[Privacy Statement](#)

- Click on the **“Home”** button when completed viewing

## ESS4 – Employee Tax Form W2

**Note: CMEM Form W-2 and Tax Statement features are not permitted. Forms will be mailed.**

 **CMEM Employee Self Service**

[Home](#) [Logout](#) [Preferences](#) [Help](#)

---

**Form W-2 Wage and Tax Statement: 2007 W2 Wage & Tax Statements will be dispatched via U.S. Postal Service.**

Employee Name	<b>Cody Miller</b>	Employee Number	<b>27479</b>
Organization Email Address	<a href="mailto:cody.miller@memphistn.gov">cody.miller@memphistn.gov</a>	Business Group	<b>City of Memphis Tennessee</b>

---

[Home](#) | [Logout](#) | [Preferences](#) | [Help](#)

Copyright (c) 2006, Oracle. All rights reserved.

[Privacy Statement](#)

## ESS5 – Employee Tax Form W4

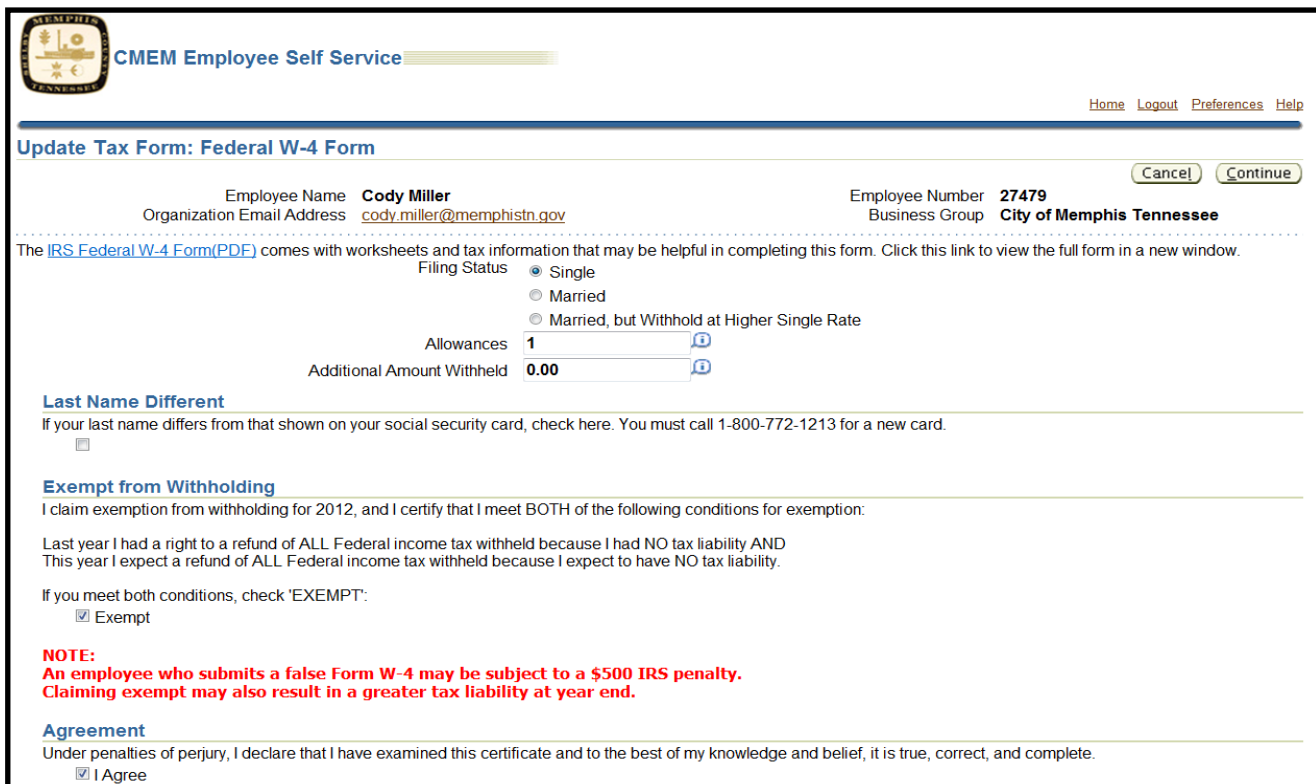
### 5.1 – Update

1. Click on CMEM Employee Self Service responsibility
2. Click on Employee W-4
3. Verify the data on this Federal form before making changes



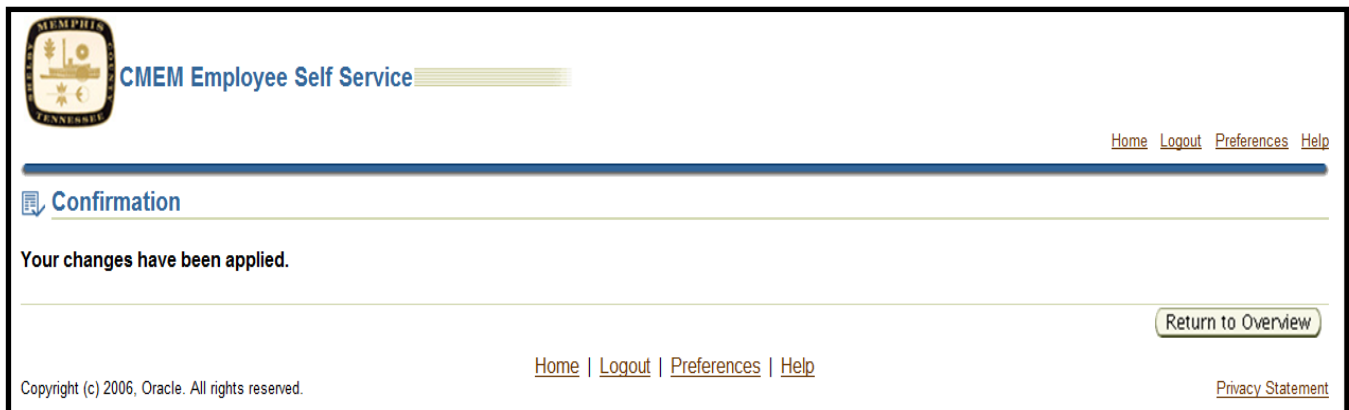
The screenshot shows the 'CMEM Employee Self Service' interface. At the top, there's a header with the CMEM logo and navigation links: Home, Logout, Preferences, Help. Below the header, the 'Tax Form' section is active. It displays employee information: Employee Name 'Cody Miller', Organization Email Address 'cody.miller@memphistn.gov', Employee Number '27479', and Business Group 'City of Memphis Tennessee'. A message states: 'Use these pages to view or modify tax withholding information.' Below this, there are tabs for 'Federal Information' and 'State Information'. The 'Federal Information' tab is selected, showing the 'Federal W-4 Form' section. This section includes fields for Filing Status (Single), Allowances (1), Additional Amount Withheld (0.00), and FIT Exempt (No). An 'Update' button is visible. At the bottom, there's a copyright notice: 'Copyright (c) 2006, Oracle. All rights reserved.' and a 'Privacy Statement' link.

4. Click on Update button to make changes



The screenshot shows the 'Update Tax Form: Federal W-4 Form' page. It features the same header as the previous page. The 'Update Tax Form: Federal W-4 Form' section is active, displaying the same employee information. A 'Cancel' button and a 'Continue' button are visible. Below the employee information, a message states: 'The IRS Federal W-4 Form(PDF) comes with worksheets and tax information that may be helpful in completing this form. Click this link to view the full form in a new window.' The 'Filing Status' section has radio buttons for Single (selected), Married, and Married, but Withhold at Higher Single Rate. The 'Allowances' field is set to 1, and the 'Additional Amount Withheld' field is set to 0.00. Below this, there's a section titled 'Last Name Different' with a checkbox and a message: 'If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a new card.' The 'Exempt from Withholding' section has a checkbox and a message: 'I claim exemption from withholding for 2012, and I certify that I meet BOTH of the following conditions for exemption: Last year I had a right to a refund of ALL Federal income tax withheld because I had NO tax liability AND This year I expect a refund of ALL Federal income tax withheld because I expect to have NO tax liability. If you meet both conditions, check 'EXEMPT':' with a checkbox. A 'NOTE' in red text states: 'An employee who submits a false Form W-4 may be subject to a \$500 IRS penalty. Claiming exempt may also result in a greater tax liability at year end.' The 'Agreement' section has a checkbox and a message: 'Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.'

5. To change your **Filing Status**, click on the appropriate radio button
6. To change the number of **Allowances**, enter an appropriate number
7. To have an **Additional Amount With-held**, enter an appropriate amount
8. You must select the “**I Agree**” checkbox.
9. Click “**Continue**”
10. Review the changes
11. Click “**Submit**”
12. Click on **Return to Overview** to view changes



The screenshot shows the 'CMEM Employee Self Service' web application. At the top left is the Memphis, Tennessee logo. To its right is the text 'CMEM Employee Self Service'. In the top right corner are links for 'Home', 'Logout', 'Preferences', and 'Help'. Below the header is a blue horizontal bar. Underneath this bar, the word 'Confirmation' is displayed in blue. The main content area states 'Your changes have been applied.' At the bottom right of this area is a button labeled 'Return to Overview'. The footer contains the copyright notice 'Copyright (c) 2006, Oracle. All rights reserved.' on the left, and links for 'Home', 'Logout', 'Preferences', 'Help', and 'Privacy Statement' on the right.

## 5.2 – Exempt Status

1. Click on CMEM Employee Self Service responsibility
2. Click on Tax Form
3. Click on Update button to make changes
4. To change your status to exempt select the “**Exempt**” check box

### Exempt from Withholding

I claim exemption from withholding for 2006, and I certify that I meet BOTH of the following conditions for exemption:

Last year I had a right to a refund of ALL Federal income tax withheld because I had NO tax liability AND  
This year I expect a refund of ALL Federal income tax withheld because I expect to have NO tax liability.

If you meet both conditions, check 'EXEMPT':

☒ Exempt

5. You must select the “I Agree” checkbox.
6. Click “Continue”
7. Review the changes

● **Note:** CMEM Finance Division will accept W-4 without signature if submitted within Oracle HRSS

**Employee W-4: Review**

Employee Name **Cody Miller**      Employee Number **27479**  
 Organization Email Address [cody.miller@memphistn.gov](mailto:cody.miller@memphistn.gov)      Business Group **City of Memphis Tennessee**

Review your changes and, if needed, attach supporting documents.

● Indicates Changed Items.

**Tax Information**

Form **W-4**      **Employee's Withholding Allowance Certificate**      OMB No. 1545-0010  
 Department of the Treasury      Internal Revenue Service      **2012**

Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.

1 Type or print your first name and middle initial <b>Cody, T</b>		Last name <b>Miller</b>		2 Your social security number <b>645-83-6458</b>	
Home address (number and street or rural route) <b>1393 Third Street</b>				3 <input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. Note. If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.	
City or town, state, and ZIP code <b>Memphis State Univer, TN, 38109</b>				4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a new card. <input type="checkbox"/>	
5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)				5	0
6 Additional amount, if any, you want withheld from each paycheck				6	\$0
7 I claim exemption from withholding for 2012, and I certify that I meet both of the following conditions for exemption. <ul style="list-style-type: none"> <li>• Last year I had a right to a refund of all federal income tax withheld because I had no tax liability and</li> <li>• This year I expect a refund of all federal income tax withheld because I expect to have no tax liability.</li> </ul>					
If you meet both conditions, write "Exempt" here				7	Exempt


Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

**Employee's signature**  
(Form is not valid)

# ESS6 - Payslip

## 6.1 – View Payslip

1. Click on CMEM Employee Self Service responsibility
2. Click on **Payslip**
3. Scroll down and view details( **Note: Ms. Miller has not been hired long enough to have received her first paycheck**)
4. Click on “**Home**” link to return to home page

**CMEM Employee Self Service**

Home Logout Preferences Help

**Payslip**

Employee Name **Cody Miller** Employee Number **27479**  
Organization Email Address [cody.miller@memphistn.gov](mailto:cody.miller@memphistn.gov) Business Group **City of Memphis Tennessee**

[Printer Friendly \(PDF Format\)](#)  
**The latest pay slip will be available for printing 1 day before pay day.**

There are no Payslips for the pay period you can view. Please contact the System Administrator or Payroll Manager.

Home | Logout | Preferences | Help

Copyright (c) 2006, Oracle. All rights reserved. [Privacy Statement](#)

Position **00921.EB934.Mgr Electric Oper.0520100**  
Payroll **Biweekly Payroll**  
Employee Address **123 Any Street  
# 105  
Germantown  
TN  
38138-1234**

Collective Agreement  
Contract  
Grade **M.235**  
Employer Address **2425 Covington Pike  
Memphis  
TN  
38128-6935**

**Pay Period and Salary**

Pay Period	Payment Date	Pay Begin Date	Pay End Date	Pay Rate	Annual Salary
Bi-Week	14-Jul-2006	18-Jun-2006	01-Jul-2006	52.00	108160.00

**Summary**

	Gross	Pre-Tax	Taxes	Deductions	Net Pay
YTD	4160.00	332.80	1116.38	0.00	2710.82
Current	4160.00	332.80	1116.38	0.00	2710.82

**Hours and Earnings**

Description	Current Hours	Current Amount	YTD Hours	YTD Amount
Regular Pay	80.00	4160.00	80.00	4160.00

**Rate Details**

**Pre-Tax Deductions**

Description	Current	YTD
Pension	332.80	332.80

**After-Tax Deductions**

Description	Current	YTD
No data exists.		

**Taxes**

Description	Current	YTD
Medicare	60.32	60.32
Federal Tax	798.14	798.14
Social Security	257.92	257.92

**Accruals**

Description	Current	Balance
Sick	0.00	160.00
Birthday	0.00	8.00
Vacation	0.00	80.00
Bonus Day	0.00	16.00

**Tax Withholding Information**

Type	Marital Status	Exemptions	Additional Amount	Override Amount	Override Percentage
Federal	Single	1	0.00	0.00	0
Tennessee	No State Withholding Tax	0	0.00	0.00	0

**Net Pay Distribution**

Check/Deposit Number	Bank Name	Account Type	Account Number	Amount
603441	Any Bank	C	XXXXXXXX0235	1210.82
603441	Any Bank	S	XX3456	1500.00

Diagnostics | Home | Logout | Preferences

Copyright (c) 2005, Oracle. All rights reserved. [Privacy Statement](#)

## ESS7 – Worklist Notifications


### 7.1 – View Notifications

**Phone Numbers**

Update

Home Phone 901-123-4567  
Work 901-636-6416

1. Click on **CMEM Employee Self Service**
2. Click on **Personal Information**
3. Under the **Phone Numbers** section click “Update” button.






**CMEM Employee Self Service**

Home Logout Preferences Help


**Phone Numbers: Enter and Maintain**

Cancel Save For Later Next

Employee Name **Cody Miller** Employee Number **27479**  
Business Group **City of Memphis Tennessee**

Type	Number	Delete
Home Phone	901-123-4567	
Work	901-636-6416	
Work Fax	901-636-6482	
Mobile	901-636-6789	
Work Pager	901-123-9876	

Add Another Row

 **TIP** Please enter phone number in the format: 999-999-9999

Cancel Save For Later Next

Home | Logout | Preferences | Help

Copyright (c) 2006, Oracle. All rights reserved. [Privacy Statement](#)

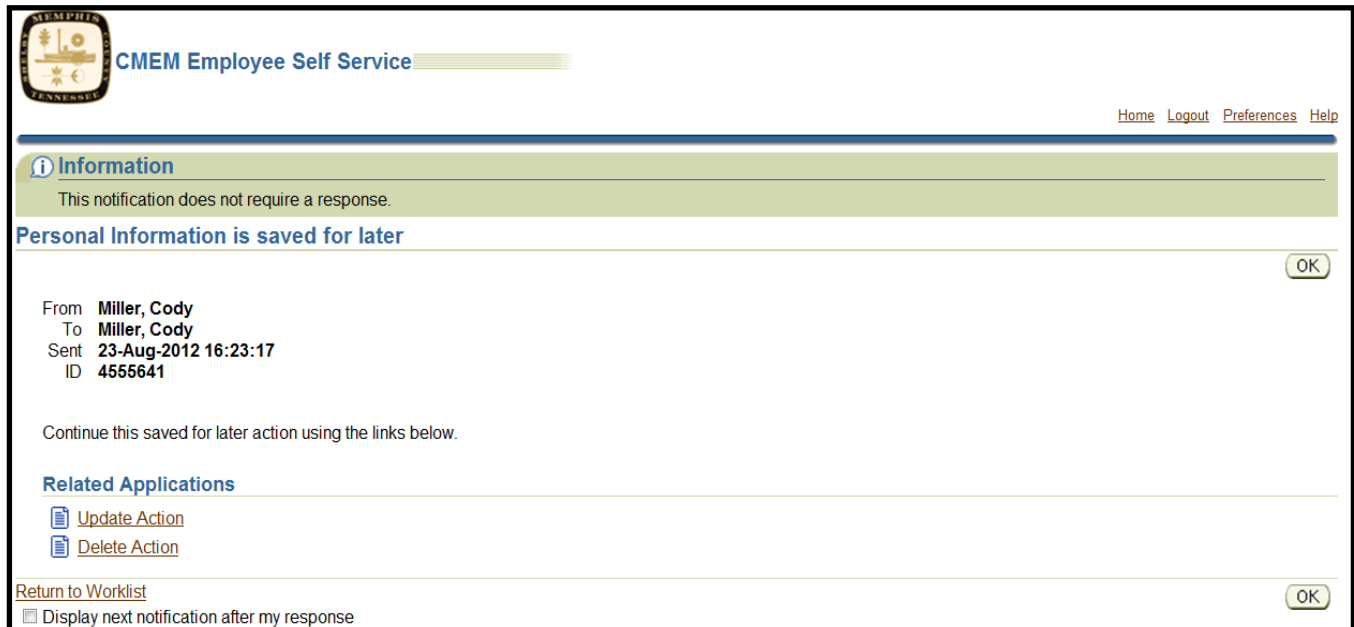
4. Click on “Add Another Row” button
5. Select a phone type from drop down list of values
6. Enter Number in text box
7. Click on “Save for Later” button.
8. Click on “OK” button

**Confirmation**

Your changes have been saved for later.

OK

9. Under work list Click on a Subject



The screenshot shows the CMEM Employee Self Service interface. At the top left is the Memphis Tennessee logo. The title bar reads "CMEM Employee Self Service". On the top right are links for Home, Logout, Preferences, and Help. Below the title bar is a green banner with an information icon and the text "Information". Underneath, it says "This notification does not require a response." followed by "Personal Information is saved for later" in blue. To the right of this text is an "OK" button. The notification details show: From: Miller, Cody; To: Miller, Cody; Sent: 23-Aug-2012 16:23:17; ID: 4555641. Below this, it says "Continue this saved for later action using the links below." followed by a "Related Applications" section with links for "Update Action" and "Delete Action". At the bottom, there is a "Return to Worklist" link and a checkbox labeled "Display next notification after my response" with an "OK" button to its right.

10. View notification

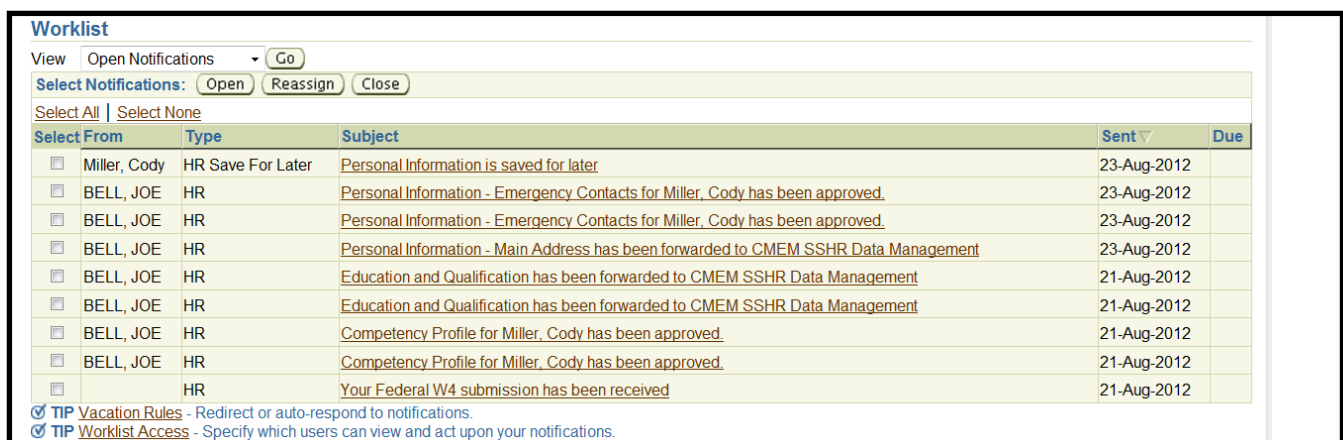
11. Click “OK”

## 7.2 – View/Apply Worklist Notification Actions

Use this procedure to complete Employee Self Service activities that have been started, but remain unfinished.

Many of the windows accessed through *Employee Self-Service* display a “**SAVE FOR LATER**” button. Use the button to freeze and store an in-process activity, and return to complete it later. In this example, adding a phone number was halted in mid-process, and the entry is now being resumed.

1. Click on **CMEM Employee Self Service**
2. Click on **View Workflow Notifications**

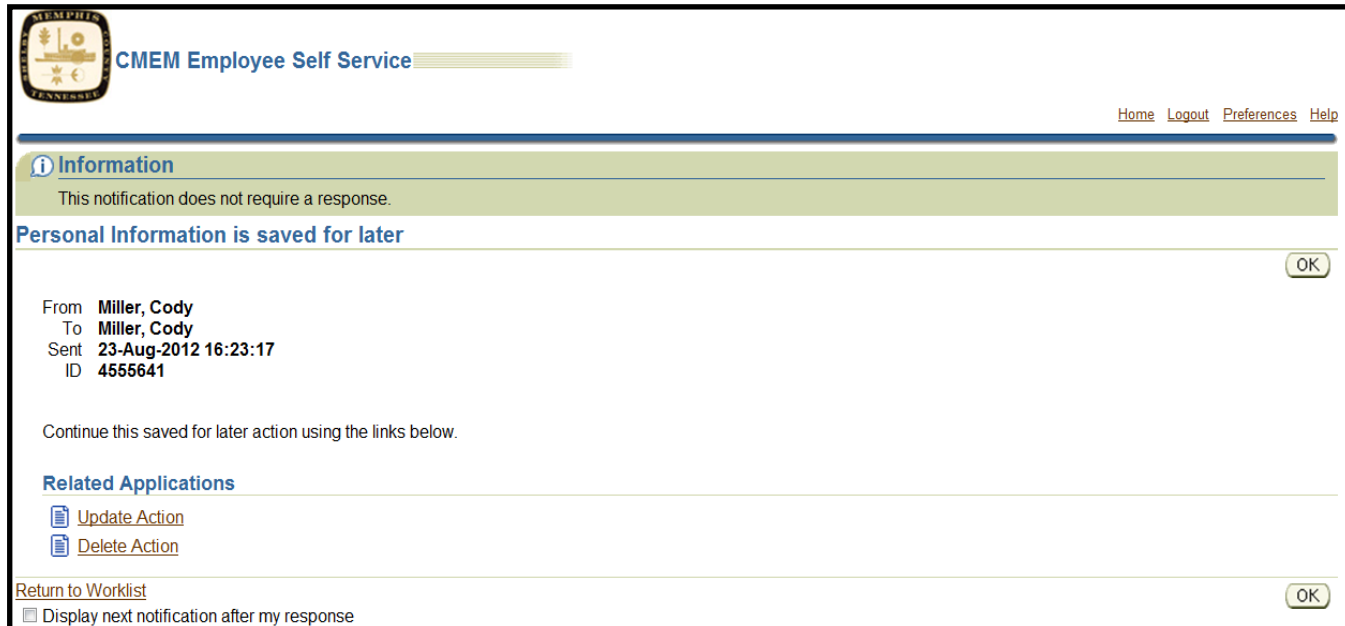


The screenshot shows the "Worklist" section of the CMEM Employee Self Service interface. It includes a "View" dropdown menu set to "Open Notifications" and a "Go" button. Below this are buttons for "Select Notifications:", "Open", "Reassign", and "Close". There are also links for "Select All" and "Select None". The main part of the screenshot is a table with the following columns: "Select From", "Type", "Subject", "Sent", and "Due". The table contains 10 rows of notifications. The first row is highlighted. At the bottom of the table, there are two tips: "TIP Vacation Rules - Redirect or auto-respond to notifications." and "TIP Worklist Access - Specify which users can view and act upon your notifications."

Select From	Type	Subject	Sent	Due
<input type="checkbox"/> Miller, Cody	HR Save For Later	Personal Information is saved for later	23-Aug-2012	
<input type="checkbox"/> BELL, JOE	HR	Personal Information - Emergency Contacts for Miller, Cody has been approved.	23-Aug-2012	
<input type="checkbox"/> BELL, JOE	HR	Personal Information - Emergency Contacts for Miller, Cody has been approved.	23-Aug-2012	
<input type="checkbox"/> BELL, JOE	HR	Personal Information - Main Address has been forwarded to CMEM SSHR Data Management	23-Aug-2012	
<input type="checkbox"/> BELL, JOE	HR	Education and Qualification has been forwarded to CMEM SSHR Data Management	21-Aug-2012	
<input type="checkbox"/> BELL, JOE	HR	Education and Qualification has been forwarded to CMEM SSHR Data Management	21-Aug-2012	
<input type="checkbox"/> BELL, JOE	HR	Competency Profile for Miller, Cody has been approved.	21-Aug-2012	
<input type="checkbox"/> BELL, JOE	HR	Competency Profile for Miller, Cody has been approved.	21-Aug-2012	
<input type="checkbox"/>	HR	Your Federal W4 submission has been received	21-Aug-2012	



3. If more than one activity is listed as Actions Saved for Later, select the radio button to the left of your choice, and click the open button
4. Click on “Update Action” link



**CMEM Employee Self Service**

Home Logout Preferences Help

**Information**  
This notification does not require a response.

**Personal Information is saved for later** OK

From **Miller, Cody**  
To **Miller, Cody**  
Sent **23-Aug-2012 16:23:17**  
ID **4555641**

Continue this saved for later action using the links below.

**Related Applications**

[Update Action](#)  
[Delete Action](#)

[Return to Worklist](#) OK

☐ Display next notification after my response

5. Review your proposed changes
6. Click the “Next” button



**Phone Numbers: Enter and Maintain**

Employee Name **Cody Miller** Employee Number **27479** Cancel Save For Later Next  
Business Group **City of Memphis Tennessee**

Type	Number	Delete
Home Phone	901-123-4567	
Pager	901-636-3456	
Work	901-636-6416	
Mobile	901-123-4567	
Work Fax	901-7896543	

[Add Another Row](#)

☒ **TIP** Please enter phone number in the format: 999-999-9999

Cancel Save For Later Next

7. Review your proposed changes
8. Click on “Submit” button
9. After submitting your changes you will received a confirmation notice **that your changes has been applied**



### Personal Information: Review

[Cancel](#) [Printable Page](#) [Save For Later](#) [Back](#) [Submit](#)

BY SUBMITTING THIS INFORMATION, YOU ACKNOWLEDGE THAT YOU ARE AWARE OF ANY AND ALL CITY PERSONNEL POLICIES PERTAINING TO INFORMATION ON THIS FORM AND INFORMATION YOU HAVE PROVIDED IS FACTUAL AND COMPLIANT WITH SAID CITY POLICIES.




Employee Name **Cody Miller**  
Business Group **City of Memphis Tennessee**

Employee Number **27479**

Review your changes and, if needed, attach supporting documents.

 Indicates Changed Items.

#### Phone Numbers

	Current	Proposed
Home Phone	901-123-4567	901-123-4567
Work	901-636-6416	901-636-6416
Pager		901-636-3456 
Mobile		901-123-4567 
Work Fax		901-7896543 

#### Additional Information

##### Attachments

To help approvers understand the request, you can attach supporting documents, images, or links to this action.

None [Add](#)

[Cancel](#) [Printable Page](#) [Save For Later](#) [Back](#) [Submit](#)

10. Click on “Return to Overview” button to confirm changes.

11. Click on “Home” Link to return to Home Page



### Confirmation

Your changes have been applied.

[Return to Overview](#)

## ESS8 – Competence Profile

### 8.1 – View/Update Employee’s Competence Profile

1. Click on **CMEM Employee Self Service**
2. Click on **Competence Profile**
3. View Your Competence Profile
4. Click on “Add Competencies or New Levels Attained”

The screenshot shows the 'Competence Profile: Competency Profile' page. At the top, there's a header with the CMEM logo and navigation links: Home, Logout, Preferences, Help. Below the header, the page title is 'Competence Profile: Competency Profile'. A navigation bar contains buttons: Cancel, Save For Later, Competency Profile History, and Review & Submit. The user information section displays: Employee Name: Cody Miller, Organization Email Address: cody.miller@memphistn.gov, Employee Number: 27479, and Business Group: City of Memphis Tennessee. A message states: 'Click Correct to correct competency details. Click Enter New Levels Attained to record a new level of achievement in a competency.'

**Current Competencies**

Name	Short Name	Level	Status	Start Date	End Date	Correct
No results found.						

**Current Session Changes**

Name	Short Name	Current Level	Proposed Level	Status	Current Start Date	Proposed Start Date	Proposed End Date	Correct	Delete
Accounting Systems			10-Certificate	Achieved		01-Jul-2012			
Advertising			40-Associate Degree	Achieved		21-Aug-2012			


**Competencies Pending Approval**

Name	Short Name	Current Level	Proposed Level	Status	Current Start Date	Proposed Start Date	Proposed End Date
No results found.							

At the bottom of the form, there are buttons: Cancel, Save For Later, Competency Profile History, and Review & Submit. Footer text includes: Copyright (c) 2006, Oracle. All rights reserved. and Privacy Statement.

### 8.2 – Adding Competencies

1. After selecting the **Add Competencies** button
2. The next screen will be prompt you for the following methods of input:
  - a. Add Default Competencies Profile (has to be set-up at various levels, i.e., Division, Service Center or Position)
  - b. Search tab for Competencies
  - c. Activate the search icon (flashlight)
3. Each competencies profile should have the following entries:
  - a. Name of Competencies
  - b. Level (if applicable)
  - c. Status (auto-populate)
  - d. Start date
4. When completed adding all competencies click the **Apply** button


**CMEM Employee Self Service**

[Home](#) [Logout](#) [Preferences](#) [Help](#)

### Add Competencies

Employee Name **Cody Miller**  
Organization Email Address [cody.miller@memphistn.gov](mailto:cody.miller@memphistn.gov)

Employee Number **27479**  
Business Group **City of Memphis Tennessee**

Click Add Default Profile to include competencies defined for your job, position, organization, or business group. Click Details to correct competency information or record outcomes achieved for a unit standard competency.

[Add Default Profile](#) [Search for Competencies](#)

Name	Short Name	Level	Status	Start Date	Details	Delete
				(example: 21-Aug-2012)		
				(example: 21-Aug-2012)		
				(example: 21-Aug-2012)		
				(example: 21-Aug-2012)		
				(example: 21-Aug-2012)		

[Add Another Row](#)


[Cancel](#) [Apply](#)

[Home](#) | [Logout](#) | [Preferences](#) | [Help](#)

Copyright (c) 2006, Oracle. All rights reserved. [Privacy Statement](#)

5. Review and submit updates

6. Note: Changes are located in the Current Session Changes


**CMEM Employee Self Service**

[Home](#) [Logout](#) [Preferences](#) [Help](#)

### Competence Profile: Competency Profile

Employee Name **Cody Miller**  
Organization Email Address [cody.miller@memphistn.gov](mailto:cody.miller@memphistn.gov)

Employee Number **27479**  
Business Group **City of Memphis Tennessee**

Click Correct to correct competency details. Click Enter New Levels Attained to record a new level of achievement in a competency.

[Cancel](#) [Save For Later](#) [Competency Profile History](#) [Review & Submit](#)

#### Current Competencies

[Add Competencies](#)

Name	Short Name	Level	Status	Start Date	End Date	Correct
No results found.						

#### Current Session Changes

Name	Short Name	Current Level	Proposed Level	Status	Current Start Date	Proposed Start Date	Proposed End Date	Correct	Delete
Accounting Systems			10-Certificate	Achieved		01-Jul-2012			
Advertising			40-Associate Degree	Achieved		21-Aug-2012			

#### Competencies Pending Approval

Name	Short Name	Current Level	Proposed Level	Status	Current Start Date	Proposed Start Date	Proposed End Date
No results found.							

[Cancel](#) [Save For Later](#) [Competency Profile History](#) [Review & Submit](#)

[Home](#) | [Logout](#) | [Preferences](#) | [Help](#)

Copyright (c) 2006, Oracle. All rights reserved. [Privacy Statement](#)

## 8.3 – New Levels Attained

1. After selecting the “Competency Profile” button

2. Notice there is a “New Level Attained” tab; click on the new tab
3. Activate new level for previously established Competence(ies) – select flashlight icon to select new level
4. Input new desired level by selecting radio button

**Note:** Percent (%) sign is a wildcard which allow you to view categories of available selections



**CMEM Employee Self Service**

[Home](#) [Logout](#) [Preferences](#) [Help](#)

---

**Competence Profile: Competency Profile**

Employee Name **Cody Miller** Employee Number **27479**  
 Organization Email Address [cody.miller@memphistn.gov](mailto:cody.miller@memphistn.gov) Business Group **City of Memphis Tennessee**

Click Correct to correct competency details. Click Enter New Levels Attained to record a new level of achievement in a competency.

**Current Competencies**

Name	Short Name	Level	Status	Start Date	End Date	Correct
Accounting 		10-Certificate	Achieved	01-Jul-2012		
Advertising 		10-Certificate	Achieved	21-Aug-2012		


**Current Session Changes**

Name	Short Name	Current Level	Proposed Level	Status	Current Start Date	Proposed Start Date	Proposed End Date	Correct	Delete
No results found.									

**Competencies Pending Approval**

Name	Short Name	Current Level	Proposed Level	Status	Current Start Date	Proposed Start Date	Proposed End Date
No results found.							

5. Upon completion (change level from 10 to 20)
6. Enter New Start Date which cannot be beyond current system date









**CMEM Employee Self Service**

[Home](#) [Logout](#) [Preferences](#) [Help](#)

---







**New Competency Levels Attained**

Employee Name **Cody Miller** Employee Number **27479**  
 Organization Email Address [cody.miller@memphistn.gov](mailto:cody.miller@memphistn.gov) Business Group **City of Memphis Tennessee**

Name	Short Name	Current Level	New Level	Status	New Start Date	Details
Accounting		10	<input type="text"/> 	Achieved	<input type="text"/>  (example: 21-Aug-2012)	
Advertising		10	<input type="text"/> 	Achieved	<input type="text"/>  (example: 21-Aug-2012)	

**New Competency Levels Attained**

Employee Name **Cody Miller** Employee Number **27479**  
 Organization Email Address [cody.miller@memphistn.gov](mailto:cody.miller@memphistn.gov) Business Group **City of Memphis Tennessee**

Name	Short Name	Current Level	New Level	Status	New Start Date	Details
Accounting		10	<input type="text" value="20"/> 	Achieved	<input type="text" value="22-Aug-2012"/>  (example: 21-Aug-2012)	
Advertising		10	<input type="text"/> 	Achieved	<input type="text"/>  (example: 21-Aug-2012)	

7. Click “Apply”

8. The updates have been added to the **Current Session Changes**

9. Upon verification - Click **“Review & Submit”**

**CMEM Employee Self Service**

Home Logout Preferences Help

**Competence Profile: Competency Profile**

Cancel Save For Later Competency Profile History Review & Submit

Employee Name **Cody Miller** Employee Number **27479**  
Organization Email Address [cody.miller@memphistn.gov](mailto:cody.miller@memphistn.gov) Business Group **City of Memphis Tennessee**

Click Correct to correct competency details. Click Enter New Levels Attained to record a new level of achievement in a competency.

**Current Competencies**

Add Competencies New Levels Attained

Name	Short Name	Level	Status	Start Date	End Date	Correct
Advertising		10-Certificate	Achieved	21-Aug-2012		

**Current Session Changes**

Name	Short Name	Current Level	Proposed Level	Status	Current Start Date	Proposed Start Date	Proposed End Date	Correct Delete
Accounting		10-Certificate	20-Permit	Achieved	01-Jul-2012	21-Aug-2012		

**Competencies Pending Approval**

Name	Short Name	Current Level	Proposed Level	Status	Current Start Date	Proposed Start Date	Proposed End Date
No results found.							

10. If satisfied with current updates click **“Submit”**

**Competence Profile: Review**

Cancel Printable Page Save For Later Back Submit

Employee Name **Cody Miller** Employee Number **27479**  
Organization Email Address [cody.miller@memphistn.gov](mailto:cody.miller@memphistn.gov) Business Group **City of Memphis Tennessee**

Review your changes and, if needed, attach supporting documents.  
 Indicates Changed Items.

**Competency Profile**

Name	Short Name	Current Level	Proposed Level	Status	Current Start Date	Proposed Start Date	Proposed End Date
Accounting		10-Certificate	20-Permit	Achieved	01-Jul-2012	21-Aug-2012	

**Additional Information**

**Attachments**  
To help approvers understand the request, you can attach supporting documents, images, or links to this action.  
**None**

**Comments to Approver**

11. Confirmation of change(s) has been submitted to supervisor for approval

**Confirmation**

Your changes have been submitted for approval.

Home

12. To view additional competencies click the directional arrow to view next five (5) records

13. Repeat steps 3 thru 10 above until all desired competencies are updated

14. Click the **Apply** button when completed selecting desired competencies

Add CompetenciesNew Levels Attained

Previous1-10Next 10

Name	Level	Status	Start Date	End Date	Correct
Accounting Experience <i>1</i>	10-10 years	Achieved	25-Jul-2007		
Backup & Recovery <i>1</i>	3-3 years	Achieved	12-Oct-2006		
Business Requirements Definition <i>1</i>	-	Achieved	12-Oct-2006		
Decision Making <i>1</i>	-	Achieved	12-Oct-2006		
Employee Relations <i>1</i>	-	Achieved	12-Oct-2006		
HR Experience <i>1</i>	-	Achieved	12-Oct-2006		
Interviewing <i>1</i>	-	Achieved	12-Oct-2006		
Management Skills <i>1</i>	-	Achieved	12-Oct-2006		
Microsoft Access <i>1</i>	15-15 years	Achieved	12-Oct-2006		
Microsoft Excel <i>1</i>	15-15 years	Achieved	16-Nov-2011		

Add CompetenciesNew Levels Attained

Previous1-10Next 10

Current Session Changes

Personalize "Current Session Changes"

Personalize "Current Session Changes"

Name	Current Level	Proposed Level	Status	Current Start Date	Proposed Start Date	Proposed End Date	Correct	Delete
Accounting Systems Experience <i>1</i>	5-5 years	6-6 years	Achieved	25-Jul-2007	10-Jul-2012			

Competencies Pending Approval

Personalize "Competencies Pending Approval"

Personalize "Competencies Pending Approval"

Name	Current Level	Proposed Level	Status	Current Start Date	Proposed Start Date	Proposed End Date
Oracle Self Service <i>1</i>		5-5 years	Achieved		29-Jun-2012	

Cancel

Save For Later

Competency Profile History

Review & Submit

Copyright (c) 2006, Oracle. All rights reserved.  
About this Page

Diagnostics

Home


Logout

Preferences

Personalize Page

Privacy Statement

## ESS9 – Education and Qualifications

**CMEM Employee Self Service**

[Home](#) [Logout](#) [Preferences](#) [Help](#)

---

### Education and Qualifications

Employee Name **Cody Miller**

Employee Number **27479**

Organization Email Address [cody.miller@memphistn.gov](mailto:cody.miller@memphistn.gov)

Business Group **City of Memphis Tennessee**

[Back](#)

Use these pages to view, update, or add information about educational qualifications. Use the Other Professional Qualification page to enter information about other types of qualification.


#### Qualifications

Information about educational qualifications is missing. Click Add Qualification to supply this information. Use the Other Professional Qualification page to enter information about other types of qualification.

[Add Qualification](#)

Type	Title	Start Date	End Date	Status	School	Update
No results found.						

#### Qualifications Pending Approval

Type	Title	Start Date	End Date	Status	School	View Details
Grounds Master	Master Grounder	01-Aug-2008	30-Jul-2012		Master GR University	

### 9.1 – View Education and Qualifications

1. Click on **CMEM Employee Self Service**
2. Click on **Education and Qualifications**
3. View educational background

### 9.2 – Add Education and Qualifications

1. Click on the **Add Qualification** button
2. Enter the required data in the applicable field(s)
  - a. Qualification
  - b. School
  - c. Qualification Information
  - d. Subjects
  - e. Training Information
  - f. Comment
3. Click **“Next”**



**Add Qualification**

Employee Name **Cody Miller** Employee Number **27479**  
 Organization Email Address **cody.miller@memphistn.gov** Business Group **City of Memphis Tennessee**

Use this page to enter details for an additional qualification. Select the type of qualification you want to enter from the list, then enter details below. You must also enter details for the school attended to study for the qualification. You can optionally enter subject details and other details for this qualification.

\* Indicates required field

**Qualification**

\* Type Industrial Sweeper  
 Title Master Sweeper  
 Study Start Date 11-Jul-2011  
 Actual Completion Date 01-Aug-2012  
 Status  
 Grade 3

**School**

Click on the List of Values button next to the School field to find a list of schools. If you can't find the school from the list, enter the name directly into the School field.

\* School Sweeper College Park  
 Attendance Start Date 01-Jul-2011  
 Attendance End Date 01-Aug-2012  
☒ Full-Time

**Qualification Information**

Awarding/Examining Body Sweeper Master  
 Award On 03-Aug-2012  
 Group Ranking

4. Review the Education and Qualifications page, and click **“Submit”** when completed

5. **Note:** Alert to attach required supporting documents

**Education and Qualifications: Review**

Employee Name **Cody Miller** Employee Number **27479**  
 Organization Email Address **cody.miller@memphistn.gov** Business Group **City of Memphis Tennessee**

Review your changes and, if needed, attach supporting documents.

Indicates Changed Items.

**Qualification**

Proposed	
Type	Industrial Sweeper
Title	Master Sweeper
Study Start Date	11-Jul-2011
Actual Completion Date	01-Aug-2012
Grade	3

**School**

Proposed	
School	Sweeper College Park
Attendance Start Date	01-Jul-2011
Attendance End Date	01-Aug-2012
Full-Time	Yes

**Award Information**

Proposed	
Awarding/Examining Body	Sweeper Master
Award On	03-Aug-2012

6. Confirmation of changes are pending for approval

7. Click the Home button to return to the functionality page

**Confirmation**

Your changes have been submitted for approval.

Home

# CMEM Employee Self-Service

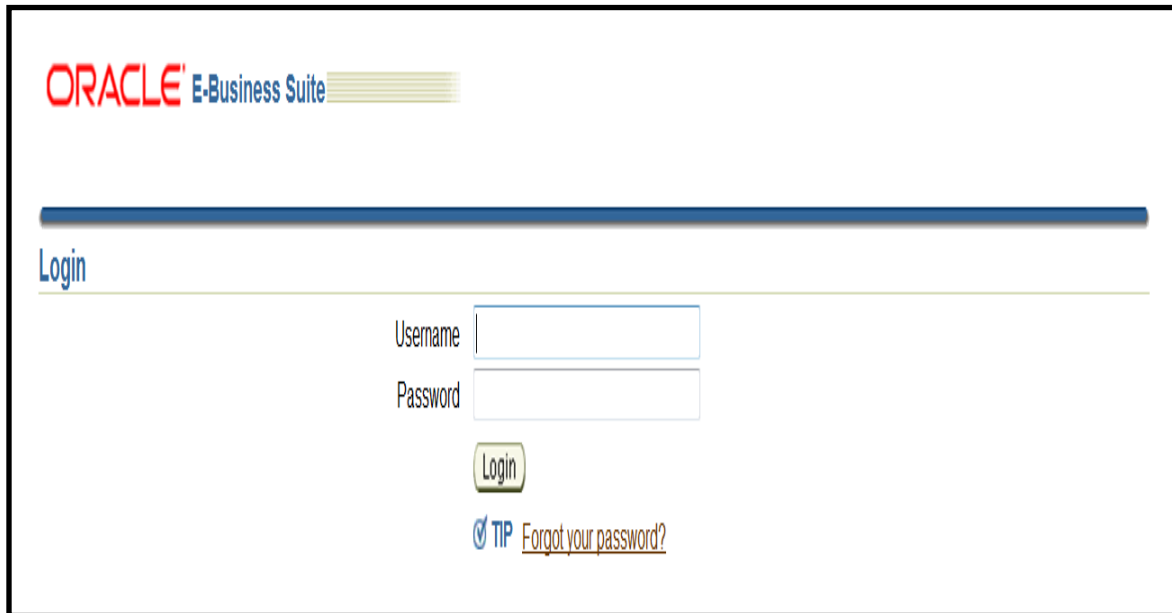
## Summary

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

# **City Of Memphis**

---

## **Oracle Self-Service Training**



The screenshot shows the Oracle E-Business Suite login interface. At the top left, the text "ORACLE E-Business Suite" is displayed. Below this is a horizontal blue bar. Under the bar, the word "Login" is written in blue. To the right of "Login" are two input fields: "Username" and "Password". Below the "Password" field is a "Login" button. At the bottom, there is a "TIP" icon followed by the text "Forgot your password?".

## **CMEM Manager Self-Service**



**Presented by CMEM Human Resources Division**

---

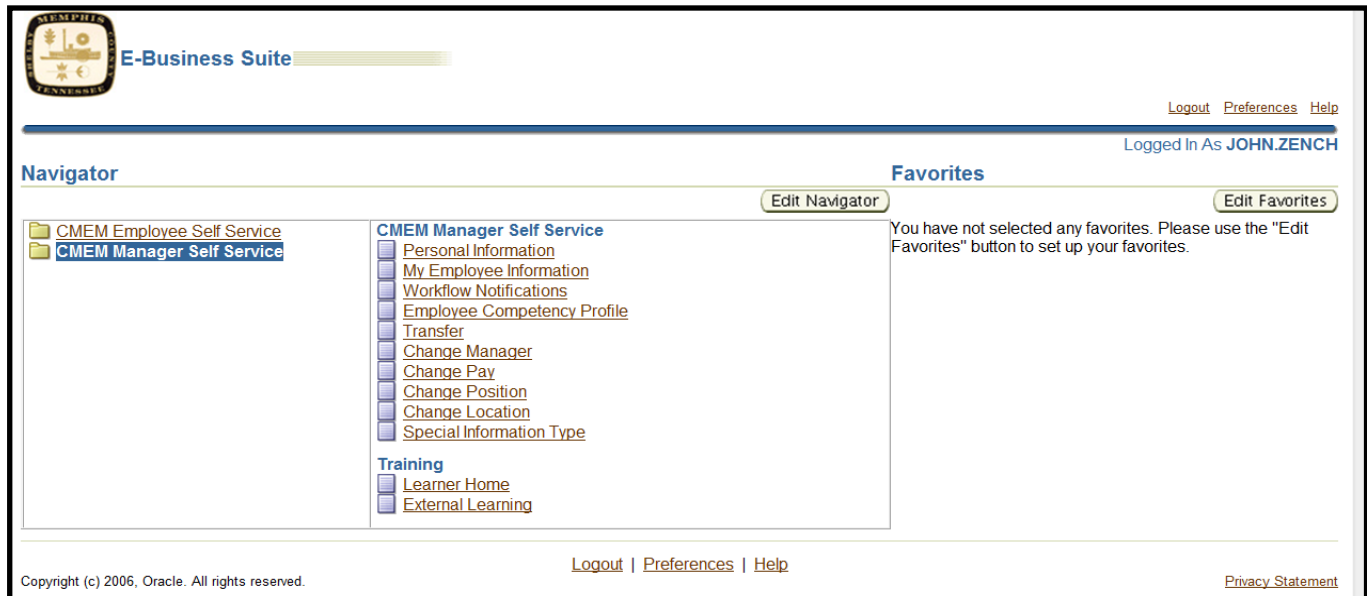
## Contents

<i>CMEM Manager Self-Service</i> .....	38
<i>MSS1 – Personal Information</i> .....	39
1.1 – View Employee Personal Information .....	39
<i>MSS2 – My Employee Information</i> .....	40
2.1 – My Employee Information .....	40
<i>MSS3 – Special Information</i> .....	41
3.1 – View Special Information Types .....	41
<i>MSS4 – Competency Profile</i> .....	42
4.1 – View Employee’s Competence Profile .....	42
<i>MSS5 – Manager Actions</i> .....	43
5.1 – Transfer Employees .....	43
5.2 – Change Manager .....	49
5.3 – Change Pay .....	53
5.4 – Change Position .....	55
5.5 – Change Location .....	57
5.6 – Employee Competency Profile .....	59
5.7 – View Special Information .....	61
<i>HRSS1 - Worklist (Notifications)</i> .....	66
<i>HRSS2 - Vacation Rules</i> .....	68
<i>HRSS3 - Worklist Access</i> .....	70
<i>EXER1 – Employee HRSS Training Exercise</i> .....	73
1.1 - Employees’ Personal Information .....	73
1.2 - Competencies and Education Qualifications .....	73
<i>EXER2 – Manager HRSS Training Exercise</i> .....	74
1.1 - My Employee Information .....	74
1.2 - Managers’ Actions .....	74
1.3 - Work List Notification .....	74

# CMEM Manager Self-Service

## Home Page





From the Navigator page, select CMEM Manager Self-Service.



Remember:

**Law No. 1** Do not use the internet browser back button

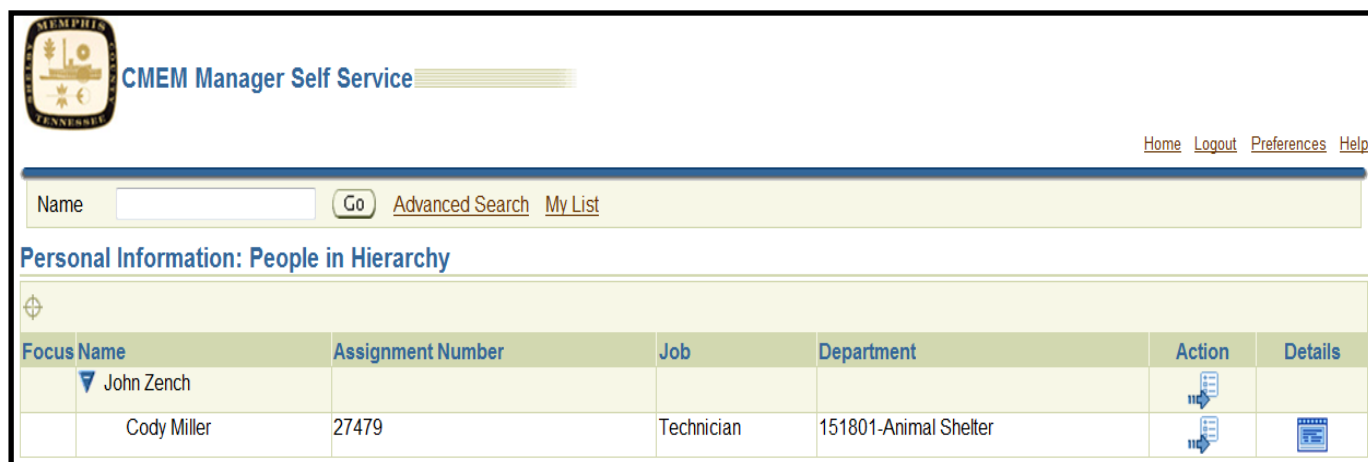
**Law No. 2** Do not use Post Office Box addresses

	<b>Back</b> button	Use the <b>Back</b> button to return to the previous screen.
 <a href="#">Home</a>	<b>Home</b> button	Use the <b>Home</b> button or <b><u>Home</u></b> Link on your CMEM screen to return directly to your Personal Home Page
	<b>Action</b> button	Click on the <b>Action</b> button to view, enter or update information relating to the selected Employee
	<b>Details</b> button	Click on the <b>Details</b> button to view Summary, Person and Assignment details for the selected Employee

## MSS1 – Personal Information

### 1.1 – View Employee Personal Information

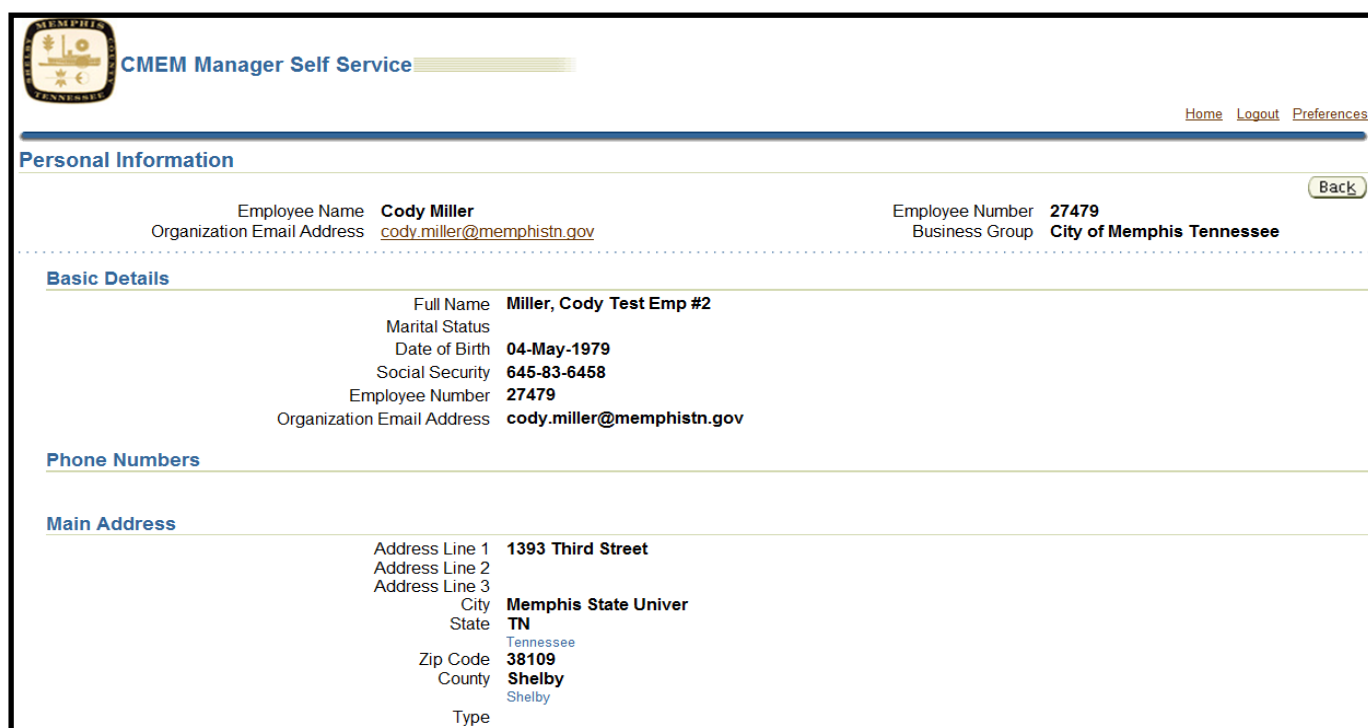
1. Click on CMEM Manager Self Service responsibility
2. Click on **Personal Information**



The screenshot shows the CMEM Manager Self Service interface. At the top left is the Memphis Tennessee logo. To its right is the text "CMEM Manager Self Service" followed by a progress bar. In the top right corner are links for Home, Logout, Preferences, and Help. Below these is a search bar with a "Name" label, a text input field, a "Go" button, and links for "Advanced Search" and "My List". The main section is titled "Personal Information: People in Hierarchy" and contains a table with the following data:

Focus	Name	Assignment Number	Job	Department	Action	Details
	▼ John Zench					
	Cody Miller	27479	Technician	151801-Animal Shelter		

3. Select Employee by clicking arrow under Action column
4. View Employee's personal Information.



The screenshot shows the CMEM Manager Self Service interface with the "Personal Information" page selected. At the top left is the Memphis Tennessee logo. To its right is the text "CMEM Manager Self Service" followed by a progress bar. In the top right corner are links for Home, Logout, and Preferences. Below these is a "Back" button. The main section is titled "Personal Information" and contains the following details:

Employee Name: **Cody Miller**  
Organization Email Address: [cody.miller@memphistn.gov](mailto:cody.miller@memphistn.gov)  
Employee Number: **27479**  
Business Group: **City of Memphis Tennessee**

**Basic Details**

Full Name: **Miller, Cody Test Emp #2**  
Marital Status: **04-May-1979**  
Date of Birth: **04-May-1979**  
Social Security: **645-83-6458**  
Employee Number: **27479**  
Organization Email Address: [cody.miller@memphistn.gov](mailto:cody.miller@memphistn.gov)

**Phone Numbers**

**Main Address**


Address Line 1: **1393 Third Street**  
Address Line 2: **1393 Third Street**  
Address Line 3: **1393 Third Street**  
City: **Memphis State Univer**  
State: **TN**  
Zip Code: **38109**  
County: **Shelby**  
Type: **Shelby**

5. Click "**Back**" button to return

## MSS2 – My Employee Information

### 2.1 – My Employee Information

1. Click on CMEM Manager Self Service responsibility
2. Click on My Employee Information
3. Click Employee Name to view details

**CMEM Manager Self Service**

[Home](#) [Logout](#) [Preferences](#) [Help](#)

[My Employee Information](#) >

**Cody Miller**

The following section displays the summary as of the effective date.  
Effective Date 21-Aug-2012

Assignment Number	<b>27479</b>	Assignment Start Date	<b>20-Aug-2012</b>
Assignment End Date		Job	<b>Technician</b>
Department	<b>151801-Animal Shelter</b>	Location	<b>158141-PKS Animal Shelter</b>
Manager	<b>Zench, John Test Emp #3</b>	Email Address	<a href="mailto:cody.miller@memphistn.gov">cody.miller@memphistn.gov</a>
Salary	<b>25,724.92 US Dollar</b>	Performance Rating	
Performance Review Date		Years of Service	<b>0</b>
Total Number of Absences	<b>0</b>	Total Training Days	<b>0</b>
Applications Exist?	<b>No</b>		

<b>Employment</b>	<a href="#">Salary</a>	<a href="#">Performance</a>	<a href="#">Absence</a>
-------------------	------------------------	-----------------------------	-------------------------

Details	Assignment Number	Assignment Start Date	Assignment End Date	Primary Assignment	Job	Grade	Agreement grade	Department	Location	Assignment Category	Email Address
<a href="#">Show</a>	27479	20-Aug-2012		Yes	Technician			151801-Animal Shelter	158141-PKS Animal Shelter	Regular	<a href="mailto:cody.miller@memphistn.gov">cody.miller@memphistn.gov</a>

<b>Employment</b>	<a href="#">Salary</a>	<a href="#">Performance</a>	<a href="#">Absence</a>
-------------------	------------------------	-----------------------------	-------------------------

[Home](#) | [Logout](#) | [Preferences](#) | [Help](#)

Copyright (c) 2006, Oracle. All rights reserved.

[Privacy Statement](#)

4. Click on Salary Tab
5. Click on Performance Tab
6. Click on Absence Tab
7. Click “**Home**” to return to home page




**Note:** If no data has been entered or it is not applicable to you, the field will display “No Data Exists”.

## MSS3 – Special Information

### 3.1 – View Special Information Types

1. Click on CMEM Manager Self Service responsibility
2. Click on Special Information



**CMEM Manager Self Service**

[Home](#) [Logout](#) [Preferences](#) [Help](#)

**Special Information Type: People in Hierarchy**

Focus	Name	Assignment Number	Job Category	Position	Department	Action	Details
	John Zench						
	Cody Miller	27479	Technician	Tech.Animal Care...151801.00015	151801-Animal Shelter		

[Home](#) | [Logout](#) | [Preferences](#) | [Help](#)

Copyright (c) 2006, Oracle. All rights reserved. [Privacy Statement](#)

3. Select Employee by clicking arrow under Action column

[Home](#) [Logout](#) [Preferences](#) [Help](#)

**Special Information Type: Special Information**

[Cancel](#) [Save For Later](#) [Back](#) [Next](#)

Employee Name **Cody Miller** Employee Number **27479**  
Business Group **City of Memphis Tennessee**

---

**Accrual Base Date**

Select Status	Sick Accrual Base Date	Bonus Accrual Base Date	Start Date	End Date
No results found.				

**Actual Term Date**

Select Status	Actual Termination Date	Start Date	End Date
No results found.			

**Driver License Details**

Select Status	Driver's License #	Driver's License State	Start Date	End Date
No results found.				

**Eligible for ReHire Info**

Select Status	Eligible for Rehire?	If Not, Please state the reason	Start Date	End Date
No results found.				

**Fire Training**

Select Status	Date Taken	Course Name	Start Date	End Date
No results found.				

**Police Information**

Select Status	Badge No	IBM No	Date of Commission	Class No	Class Grade	Class Standing	Last Promotion	Employee Status	Assign Code	Start Date	End Date
No results found.											

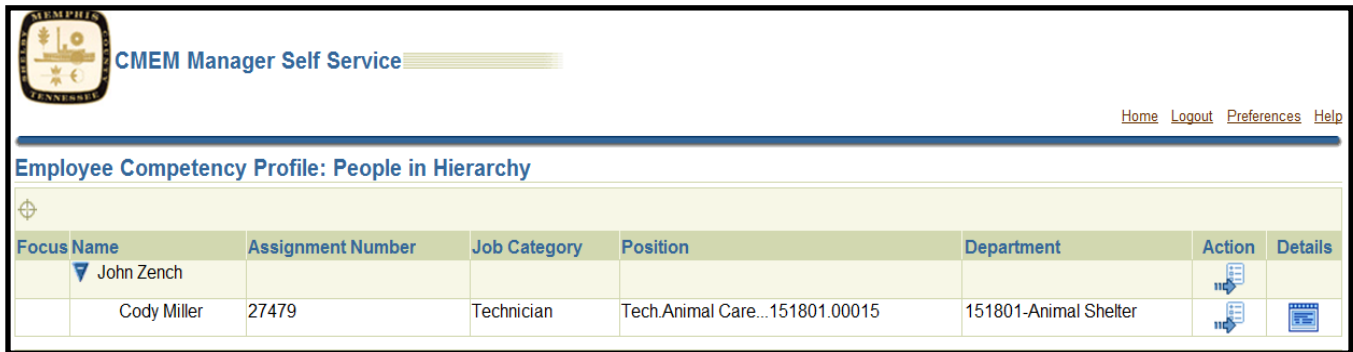
4. View Special Information Data
5. Click “Home”



## MSS4 – Competency Profile

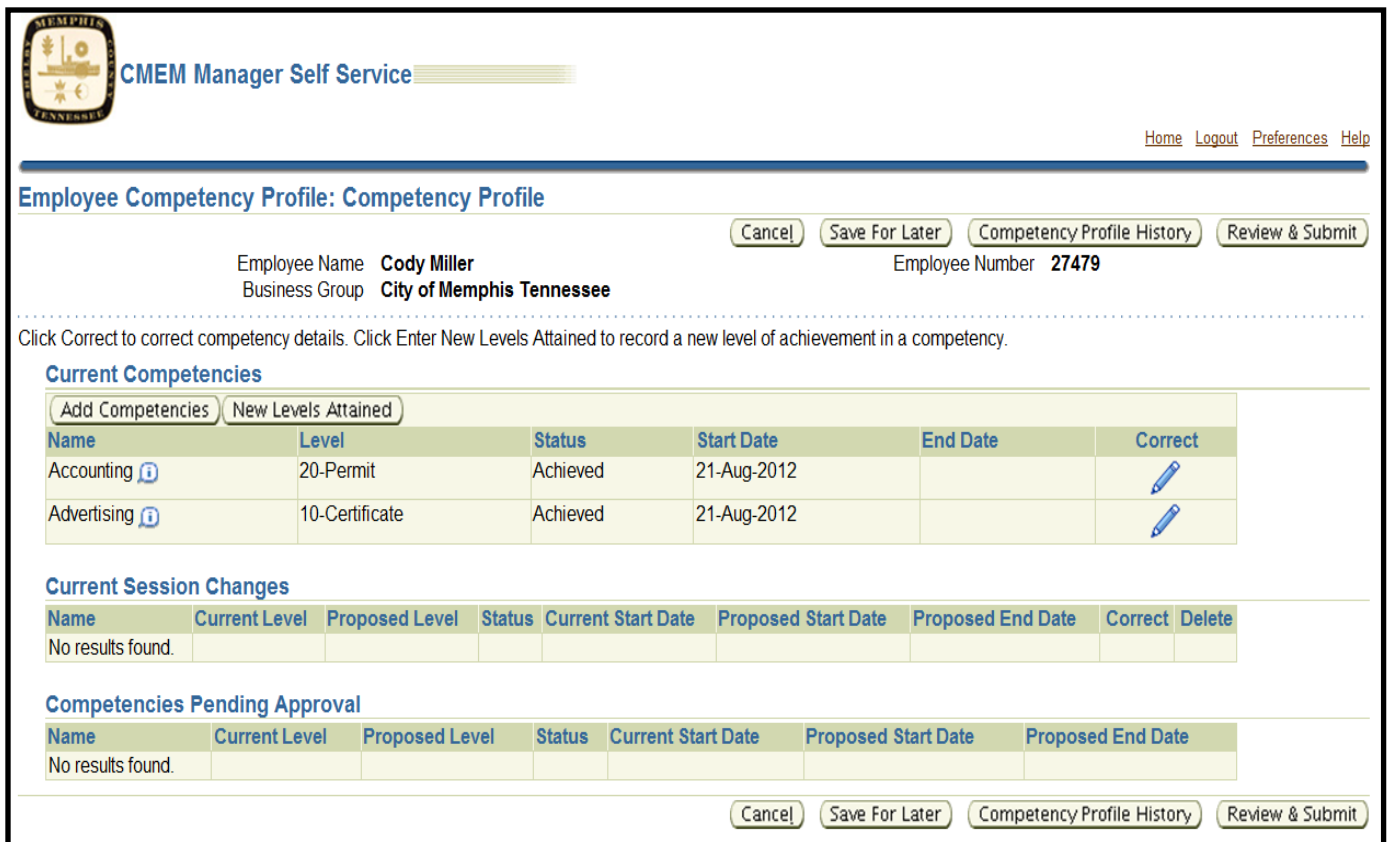
### 4.1 – View/Add/Update Employee's Competence Profile

1. Log on to application using the CMEM Manager Self Service responsibility and navigate to the **Competence Profile** function



The screenshot shows the CMEM Manager Self Service interface. At the top left is the Memphis Tennessee logo. To its right is the text "CMEM Manager Self Service". On the top right are links: Home, Logout, Preferences, Help. Below this is a blue header bar with the text "Employee Competency Profile: People in Hierarchy". Underneath is a table with columns: Focus, Name, Assignment Number, Job Category, Position, Department, Action, and Details. The table contains two rows. The first row has a dropdown arrow in the Focus column and "John Zench" in the Name column. The second row has "Cody Miller" in the Name column, "27479" in the Assignment Number column, "Technician" in the Job Category column, "Tech.Animal Care...151801.00015" in the Position column, "151801-Animal Shelter" in the Department column, and an "Action" icon in the Action column. A "Details" icon is in the Details column of the second row.

2. Click on the **Action** icon for the appropriate Employee It will take you to Competence Profile screen
3. View Employee's Competence Profile (**Note: Reference ESS8 Pg 22 for Adding and Updating Competencies**)



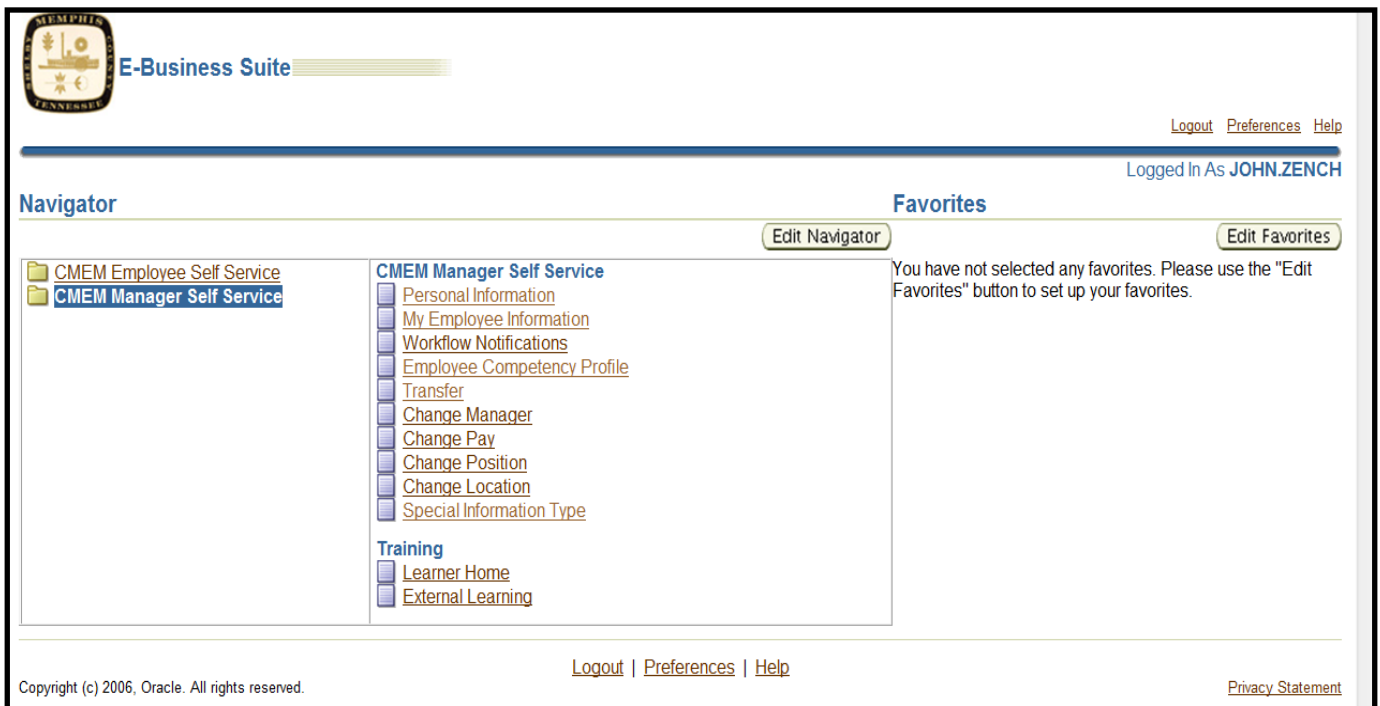
The screenshot shows the CMEM Manager Self Service interface. At the top left is the Memphis Tennessee logo. To its right is the text "CMEM Manager Self Service". On the top right are links: Home, Logout, Preferences, Help. Below this is a blue header bar with the text "Employee Competency Profile: Competency Profile". Underneath are buttons: Cancel, Save For Later, Competency Profile History, Review & Submit. Below these buttons, the Employee Name is "Cody Miller" and the Employee Number is "27479". The Business Group is "City of Memphis Tennessee". Below this is a dotted line and the text: "Click Correct to correct competency details. Click Enter New Levels Attained to record a new level of achievement in a competency." Below this is a section titled "Current Competencies" with buttons "Add Competencies" and "New Levels Attained". Underneath is a table with columns: Name, Level, Status, Start Date, End Date, and Correct. The table contains two rows. The first row has "Accounting" in the Name column, "20-Permit" in the Level column, "Achieved" in the Status column, "21-Aug-2012" in the Start Date column, and a "Correct" icon in the Correct column. The second row has "Advertising" in the Name column, "10-Certificate" in the Level column, "Achieved" in the Status column, "21-Aug-2012" in the Start Date column, and a "Correct" icon in the Correct column. Below this is a section titled "Current Session Changes" with a table with columns: Name, Current Level, Proposed Level, Status, Current Start Date, Proposed Start Date, Proposed End Date, Correct, and Delete. The table contains one row with the text "No results found." in the Name column. Below this is a section titled "Competencies Pending Approval" with a table with columns: Name, Current Level, Proposed Level, Status, Current Start Date, Proposed Start Date, and Proposed End Date. The table contains one row with the text "No results found." in the Name column. At the bottom are buttons: Cancel, Save For Later, Competency Profile History, Review & Submit.

4. Click on the **Home** link to return to Personal Home Page

## MSS5 – Managers’ Actions

### 5.1 – Transfer Employees

1. Select responsibility “CMEM Manager Self Service”
2. Select menu option “Transfer”



The screenshot shows the E-Business Suite Navigator menu. The 'CMEM Manager Self Service' folder is expanded, showing a list of options including 'Personal Information', 'My Employee Information', 'Workflow Notifications', 'Employee Competency Profile', 'Transfer', 'Change Manager', 'Change Pay', 'Change Position', 'Change Location', 'Special Information Type', 'Training', 'Learner Home', and 'External Learning'. The 'Transfer' option is highlighted. The 'Favorites' section on the right indicates that no favorites have been selected.

**E-Business Suite**

Logout Preferences Help

Logged In As JOHN.ZENCH

**Navigator** **Favorites**

Edit Navigator Edit Favorites

CMEM Employee Self Service  
CMEM Manager Self Service

**CMEM Manager Self Service**

- Personal Information
- My Employee Information
- Workflow Notifications
- Employee Competency Profile
- Transfer
- Change Manager
- Change Pay
- Change Position
- Change Location
- Special Information Type

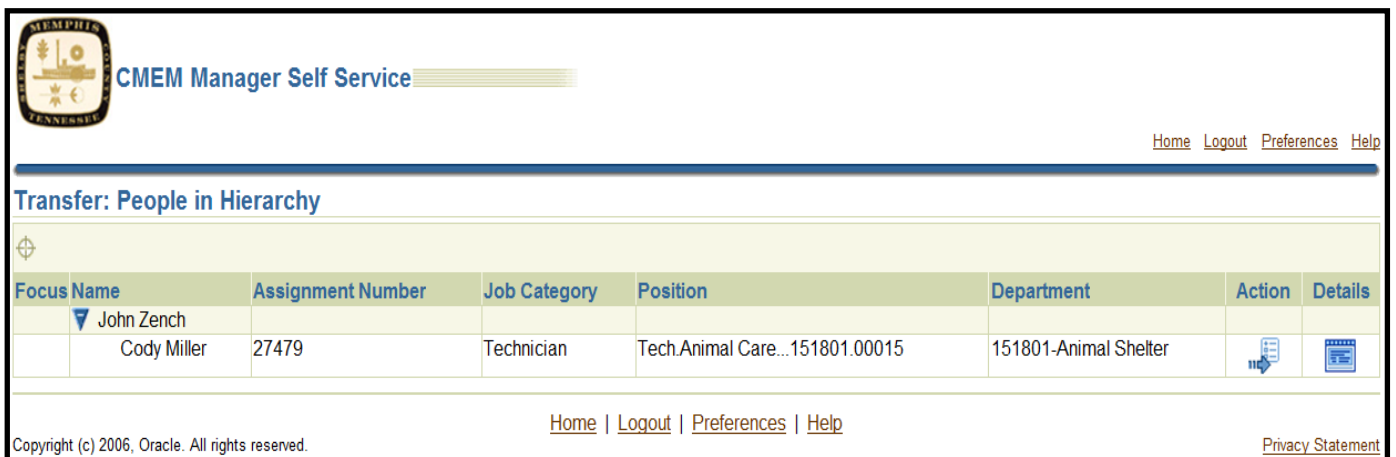
**Training**

- Learner Home
- External Learning

You have not selected any favorites. Please use the "Edit Favorites" button to set up your favorites.

Copyright (c) 2006, Oracle. All rights reserved. Logout Preferences Help Privacy Statement

3. Select an Employee from the Hierarchy or Search for an Employee
4. Click the icon in the “Action” Column





The screenshot shows the 'Transfer: People in Hierarchy' page. It displays a table with columns for Focus, Name, Assignment Number, Job Category, Position, Department, Action, and Details. The table lists two employees: John Zench and Cody Miller. The 'Action' column for Cody Miller contains a magnifying glass icon. The 'Details' column for Cody Miller contains a document icon.

**CMEM Manager Self Service**

Home Logout Preferences Help

**Transfer: People in Hierarchy**


Focus	Name	Assignment Number	Job Category	Position	Department	Action	Details
	John Zench						
	Cody Miller	27479	Technician	Tech.Animal Care...151801.00015	151801-Animal Shelter		

Copyright (c) 2006, Oracle. All rights reserved. Home Logout Preferences Help Privacy Statement

5. Enter an **Effective Date** changes should take effect

**Note:** Please take notice of the enter date on or after time period

6. Click “Continue”

**CMEM Manager Self Service**

Home Logout Preferences Help

**Information**  
Please enter an Effective Date on or after 21-Aug-2012.


**Transfer: Effective Date Options**

Effective Date 21-Aug-2012

Employee Name **Cody Miller**  
Organization Email Address [cody.miller@memphistn.gov](mailto:cody.miller@memphistn.gov)  
Manager **John Zench**

Employee Number **27479**  
Department **151801-Animal Shelter**  
Job **Technician**

Enter the date on which the changes should take effect, and press the Continue button.

☒ Changes should take effect on the effective date as entered below.  
Effective Date    
(example: 21-Aug-2012)

☐ Changes should take effect as soon as final approval is made.

August 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

Back Continue

7. Enter New Department “190502-Animal Shelter

8. Enter new Job Category: “Administrative”

9. Enter a new Position from the list of values

10. Click “Next”


**Transfer: Assignment**


Cancel Save For Later Back Next


Effective Date 21-Aug-2012

Employee Name **Cody Miller**  
Department **151801-Animal Shelter**  
Job Category **Technician**

Employee Number **27479**  
Manager **John Zench**  
Position **Tech.Animal Care...151801.00015**

**Department**  
\* Department Name    
[More Details...](#)

**Job Category**  
Job Category    
[More Details...](#)

**Position**  
Position Name  

**Grade**  
Grade Name   
Ceiling Point   
[More Details...](#)

**Other Assignment Information**  
Division Begin Date   
Bargaining Unit

**Salary Information**  
Salary Basis

11. Enter new Location : “190501-Animal Shelter

12. Click “Next”

**Transfer: Change Location**

CancelSave For LaterBackNext

Effective Date 21-Aug-2012

Employee Name **Cody Miller**  
Department **151801-Animal Shelter**  
Job Category **Technician**

Employee Number **27479**  
Manager **John Zench**  
Position **Tech.Animal Care...151801.00015**

\* Indicates required field

\* Location

Address Line 1 **3456 Tchulahoma Rd**

City **Memphis**

State **TN**  
Tennessee

Zip Code **38118**


County **Shelby**  
Shelby

Country **United States**

13. Assign New Manager: Benton, Alexis Test Emp #1

**Note:** If there are subordinates, their manager can be reassigned on this screen for the employee

14. Click “Next”

**CMEM Manager Self Service**

HomeLogoutPreferencesHelp

**Transfer: Change Manager**

CancelSave For LaterBackNext

Effective Date 21-Aug-2012

Employee Name **Cody Miller**  
Department **151801-Animal Shelter**  
Job Category **Technician**

Employee Number **27479**  
Manager **John Zench**  
Position **Tech.Animal Care...151801.00015**

**Assign a New Manager**

You can assign the selected person to a new manager in the field below.

Manager

**Assign New Direct Reports**

You can assign new direct reports to the selected person in the New Direct Report fields.

*Effective Transfer Date	New Direct Report	Remove
<input type="text" value="21-Aug-2012"/>	<input type="text"/>	
<input type="button" value="Add Another Row"/>		

15. Enter Work Schedule Information if known

16. Click “Next”

**Transfer: Work Schedule**

Effective Date 21-Aug-2012

Employee Name **Cody Miller** Employee Number **27479**  
Department **151801-Animal Shelter** Manager **John Zench**  
Job Category **Technician** Position **Tech.Animal Care...151801.00015**

Timecard Approver   
Timecard Required **No**  
Work Schedule   
Shift   
Work Hours  40  
Frequency **Week**  
Normal Start Time   
Use 24-hour clock, e.g. 09:00  
Normal End Time

**Enter or Change Assignment Category**

Assignment Category **Regular**  
Date Of Last Change **04-Feb-2008**

17. Enter New Pay Rate:

- a. Description: “Other”
- b. Percent: “5” (hit Tab button to see new values)

18. Click “Next”

**Transfer: Pay Rate**

Effective Date 21-Aug-2012

Employee Name **Cody Miller** Employee Number **27479**  
Department **151801-Animal Shelter** Manager **John Zench**  
Job Category **Technician** Position **Tech.Animal Care...151801.00015**

**Current Pay Rate**

Currency **US Dollar ( \$ )**

Changed On Description	Biweekly	Annual Equivalent	Fte Annual Equivalent	Last Pay Change
20-Aug-2012 Current Pay Rate	989.42	25,724.92		25,724.92 (%)

**Proposed Pay Rate**

☒ Single Pay Rate ☐ Multiple Pay Rate <sup>?</sup> Currency **US Dollar ( \$ )**

Description	Biweekly	Annual Equivalent	Percent
Other	49.47	1,286.22	5.000
New Pay Rate	1,038.89	27,011.14	

Comments

Quartile   
Comparatio   
Grade Range **0.00 - 0.00**  
Grade Mid Point **0.00**  
FLSA Status **Non Exempt**  
Fte Annual Equivalent **27,011.14**

**Transfer: Review**

Effective Date 21-Aug-2012

Employee Name **Cody Miller** Employee Number **27479**  
 Department **151801-Animal Shelter** Manager **John Zench**  
 Job Category **Technician** Position **Tech.Animal Care...151801.00015**

Review your changes and, if needed, attach supporting documents.  
 ● Indicates Changed Items.

**Pay Rate**

	Current	Proposed
Other		49.47 USD ●
Pay Rate	989.42 USD	1,038.89 USD ●
Pay Rate ( Annual Equivalent )	25,724.92 USD	27,011.14 USD ●
Salary Effective Date		21-Aug-2012 ●
Comments		

**New Manager**

Worker Name	Current Manager Name	Proposed Manager Name	Effective Transfer Date
Cody Miller	Zench, John Test Emp #3	Benton, Alexis Test Emp #1 ●	21-Aug-2012

**Additional Information**

**Attachments**  
 To help approvers understand the request, you can attach supporting documents, images, or links to this action.  
 None [Add](#)

**Approvers**

Details	Line No	Approver	Approver Type	Order No	Category	Status	Delete
<a href="#">Show</a>	1	Robinson, Quintin	HR People	1	Approver		
<a href="#">Show</a>	2	CMEM SSHR Position Coordinator	Position Control Roles	2	Approver		
<a href="#">Show</a>	3	CMEM SSHR Compensation Analyst	Position Control Roles	3	Approver		
<a href="#">Show</a>	4	CMEM SSHR Compensation Mgr	Position Control Roles	4	Approver		
<a href="#">Show</a>	5	CMEM SSHR Director HR	Position Control Roles	5	Approver		
<a href="#">Show</a>	6	CMEM SSHR Data Management	Position Control Roles	6	Approver		

[Add Adhoc Approver](#)

19. Click “Submit” then there will be an confirmation that your changes has been submitted for approval

20. Click “Home”

**Confirmation**

Your changes have been submitted for approval.

[Home](#)

21. Transfer actions must conform to the Manager Action Approvals process before the action is official.

22. The following actions require various levels of Manager Approval

- Transfer Employees
- Change Managers
- Change Pay
- Change Position
- Change Location
- Edit Employees’ Competencies

**Note: The below screen shot is an example of the Manager Approval process**

# MANAGER ACTION APPROVALS

ACTION	APPROVERS
Transfer Employee	Division Director Position Coordinator Compensation Analyst Compensation Manager Director HR Data Management Benefits (post-approval FYI) (TBC – FT to PT change or vice versa)
Change Employee Location	Data Management
Change Employee Position	Division Director Position Coordinator Compensation Analyst Compensation Mgr Director HR Data Management Benefits (post-approval FYI) (TBC – FT to PT change or vice versa)

ACTION	APPROVERS
Change Employee Manager	Division Director Compensation Manager (post-approval FYI)
Pension – FICA change	Benefits (post-approval FYI)
Change Employee Pay	CMEM Division Director CMEM Compensation Analyst CMEM Compensation Mgr CMEM Director HR CMEM Data Management Benefits (post-approval FYI) (TBC)
Change Employee Competency	Employee (post-change FYI)

### Warning

1. This notification has been closed with the result: Approve
2. You cannot perform an action because the notification is closed.

### Transfer for Gooden, Brunell (proposed by Anderson, Jacqueline)

From **CMEM SSHR Director HR** Attachments  
To **CMEM SSHR Data Management**  
Sent **17-Aug-2012 08:44:56**  
Closed **17-Aug-2012 08:47:24**  
ID **4554659**  
Responder **Vinson, Belinda**

#### Action History

Num	Action Date	Action	From	To	Details
1	15-Aug-2012 15:50:44	Submit	<a href="#">Anderson, Jacqueline</a>	<a href="#">Robinson, Quintin</a>	
2	16-Aug-2012 16:31:06	Approve	<a href="#">Robinson, Quintin</a>	Workflow System	
3	17-Aug-2012 08:35:51	Approve	CMEM SSHR Position Coordinator	Workflow System	
4	17-Aug-2012 08:38:13	Approve	CMEM SSHR Compensation Analyst	Workflow System	
5	17-Aug-2012 08:40:02	Approve	CMEM SSHR Compensation Mgr	Workflow System	
6	17-Aug-2012 08:44:56	Approve	CMEM SSHR Director HR	Workflow System	
7	17-Aug-2012 08:47:24	Approve	CMEM SSHR Data Management	Workflow System	

#### Response

Note

[Return to Worklist](#)


☐ Display next notification after my response

[Home](#) | [Logout](#) | [Preferences](#) | [Help](#)

Copyright (c) 2006, Oracle. All rights reserved.

## 5.2 – Change Manager

1. Select responsibility “CMEM Employee Self Service”
2. Select menu option “Change Manager”

 **E-Business Suite**

[Logout](#) [Preferences](#) [Help](#)

Logged In As **CLEM.WRIGHT**

**Navigator**

[CMEM Employee Self Service](#)  
[CMEM Manager Self Service](#)

**CMEM Manager Self Service**

- [Personal Information](#)
- [My Employee Information](#)
- [Workflow Notifications](#)
- [Employee Competency Profile](#)
- [Transfer](#)
- [Change Manager](#)
- [Change Pay](#)
- [Change Position](#)
- [Change Location](#)
- [Special Information Type](#)

**Training**

- [Learner Home](#)
- [External Learning](#)

**Favorites**

[Edit Navigator](#)

[Edit Favorites](#)

You have not selected any favorites. Please use the "Edit Favorites" button to set up your favorites.

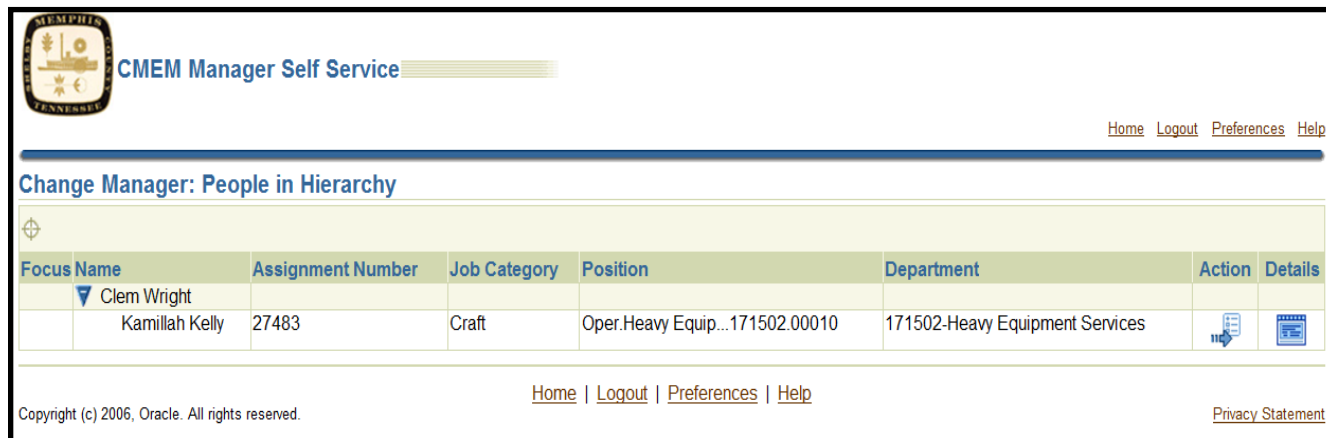
[Logout](#) | [Preferences](#) | [Help](#)

Copyright (c) 2006, Oracle. All rights reserved.

[Privacy Statement](#)



3. Select an Employee from the Hierarchy or Search for Employee
4. Click the icon in the “Action” column



**CMEM Manager Self Service**

Home Logout Preferences Help

**Change Manager: People in Hierarchy**

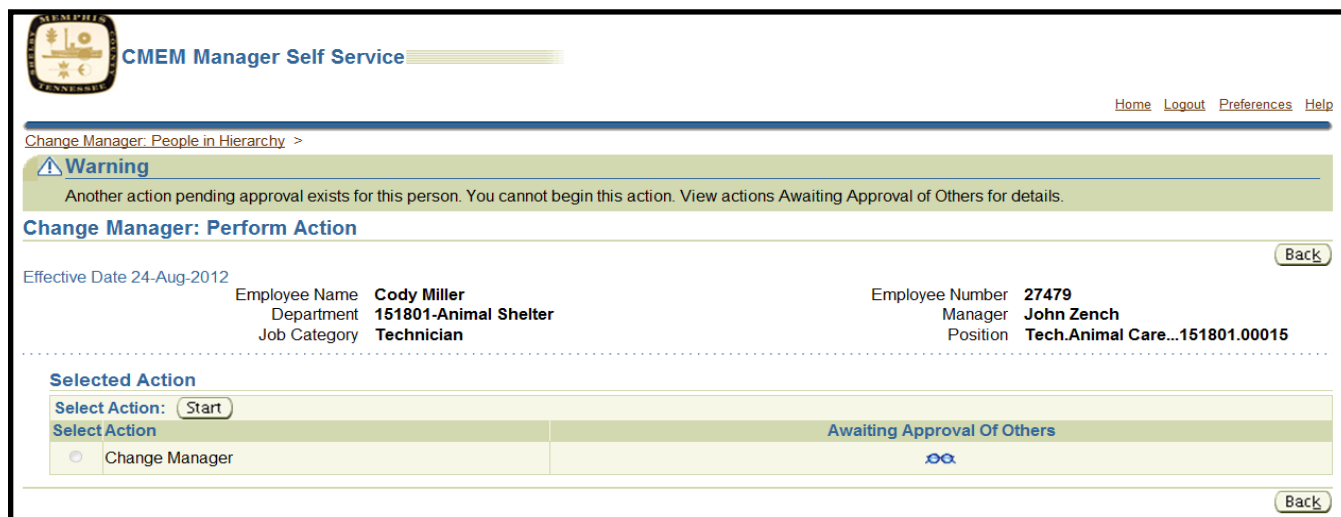
Focus	Name	Assignment Number	Job Category	Position	Department	Action	Details
	Clem Wright						
	Kamillah Kelly	27483	Craft	Oper.Heavy Equip...171502.00010	171502-Heavy Equipment Services		

Copyright (c) 2006, Oracle. All rights reserved. Privacy Statement

5. Actions that have been started but not approved will prevent Managers from processing and submitting another action

**Note:** “Warning Alert” about pending action

6. Click “Awaiting Approval of Others” icon



**CMEM Manager Self Service**

Home Logout Preferences Help

[Change Manager: People in Hierarchy](#) >

**Warning**

Another action pending approval exists for this person. You cannot begin this action. View actions Awaiting Approval of Others for details.

**Change Manager: Perform Action**

Effective Date [24-Aug-2012](#) Back

Employee Name	<b>Cody Miller</b>	Employee Number	<b>27479</b>
Department	<b>151801-Animal Shelter</b>	Manager	<b>John Zench</b>
Job Category	<b>Technician</b>	Position	<b>Tech.Animal Care...151801.00015</b>

**Selected Action**

Select Action: Start

Select Action	Awaiting Approval Of Others
<input type="radio"/> Change Manager	

Back

7. Review the action(s) and click “Next” when completed
8. Additionally, you can print this page for future reference

## Change Manager: Review

[Printable Page](#) [Back](#)

Effective Date 21-Aug-2012

Employee Name **Cody Miller**  
Department **151801-Animal Shelter**  
Job Category **Technician**

Employee Number **27479**  
Manager **John Zench**  
Position **Tech.Animal Care...151801.00015**

The following changes require manager approval.

☒ Indicates Changed Items.

### Pay Rate

	Current	Proposed
Other		49.47 USD <input checked="" type="radio"/>
Pay Rate	989.42 USD	1,038.89 USD <input checked="" type="radio"/>
Pay Rate ( Annual Equivalent )	25,724.92 USD	27,011.14 USD <input checked="" type="radio"/>
Salary Effective Date		21-Aug-2012 <input checked="" type="radio"/>
Comments		

### New Manager

Worker Name	Current Manager Name	Proposed Manager Name	Effective Transfer Date
Cody Miller	Zench, John Test Emp #3	Benton, Alexis Test Emp #1 <input checked="" type="radio"/>	21-Aug-2012

### Additional Information

#### Attachments

To help approvers understand the request, you can attach supporting documents, images, or links to this action.

None

[Printable Page](#) [Back](#)

9. Enter an Effective Date

10. Click “Continue”



## CMEM Manager Self Service

[Home](#) [Logout](#) [Preferences](#) [Help](#)

### Information

Please enter an Effective Date on or after 20-Aug-2012.

## Change Manager: Effective Date Options

[Back](#) [Continue](#)

Effective Date 24-Aug-2012

Employee Name **Kamillah Kelly**  
Organization Email Address  
Manager **Clem Wright**

Employee Number **27483**  
Department **171502-Heavy Equipment Services**  
Job **Craft**

Enter the date on which the changes should take effect, and press the Continue button.

☒ Changes should take effect on the effective date as entered below.

Effective Date    
(example: 24-Aug-2012)

☐ Changes should take effect as soon as final approval is made.

August 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

[Back](#) [Continue](#)

## 11. Assign New Manager: John Zench

Note: If there are subordinates, their manager can be reassigned on this screen for the employee

## 12. Click “Next”

The screenshot shows the 'Change Manager' screen in the CMEM Manager Self Service system. At the top left is the CMEM logo. The title 'Change Manager' is displayed. On the right, there are links for 'Home', 'Logout', 'Preferences', and 'Help'. Below the title, there are buttons for 'Cancel', 'Save For Later', 'Back', and 'Next'. The screen displays the following information:

- Effective Date: 24-Aug-2012
- Employee Name: Kamillah Kelly
- Department: 171502-Heavy Equipment Services
- Job Category: Craft
- Employee Number: 27483
- Manager: Clem Wright
- Position: Oper.Heavy Equip...171502.00010

Below this information, there is a section titled 'Assign a New Manager' with the instruction: 'You can assign the selected person to a new manager in the field below.' A text box labeled 'Manager' contains the value 'Zench, John Test Emp #3' and a magnifying glass icon.

Next is the 'Assign New Direct Reports' section with the instruction: 'You can assign new direct reports to the selected person in the New Direct Report fields.' It features a table with the following structure:

Effective Transfer Date	New Direct Report	Remove
24-Aug-2012		

Below the table is an 'Add Another Row' button. At the bottom right, there are buttons for 'Cancel', 'Save For Later', 'Back', and 'Next'.

## 13. Click “Submit” (\*\*\*\*\*CANCEL TRANSATION\*\*\*\*\*DO NOT CLICK SUBMIT\*\*\*\*\*)

Note: The **List of Approvers** is listed on this page; Change Manager’s actions cannot be completed until the list of approvers has approved action.

## 14. Click “Home”

The screenshot shows the 'Change Manager: Review' screen. At the top right, there are buttons for 'Cancel', 'Printable Page', 'Save For Later', 'Back', and 'Submit'. The screen displays the following information:

- Effective Date: 24-Aug-2012
- Employee Name: Kamillah Kelly
- Department: 171502-Heavy Equipment Services
- Job Category: Craft
- Employee Number: 27483
- Manager: Clem Wright
- Position: Oper.Heavy Equip...171502.00010

Below this information, there is a section titled 'Review your changes and, if needed, attach supporting documents.' with a link 'Indicates Changed Items.'.

Next is the 'New Manager' section with a table:

Worker Name	Current Manager Name	Proposed Manager Name	Effective Transfer Date
Kamillah Kelly	Wright, Clem Test Emp #4	Zench, John Test Emp #3	24-Aug-2012

Below the table is the 'Additional Information' section with the title 'Attachments' and the instruction: 'To help approvers understand the request, you can attach supporting documents, images, or links to this action.' There is a 'None' button and an 'Add' button.

Next is the 'Approvers' section with a table:

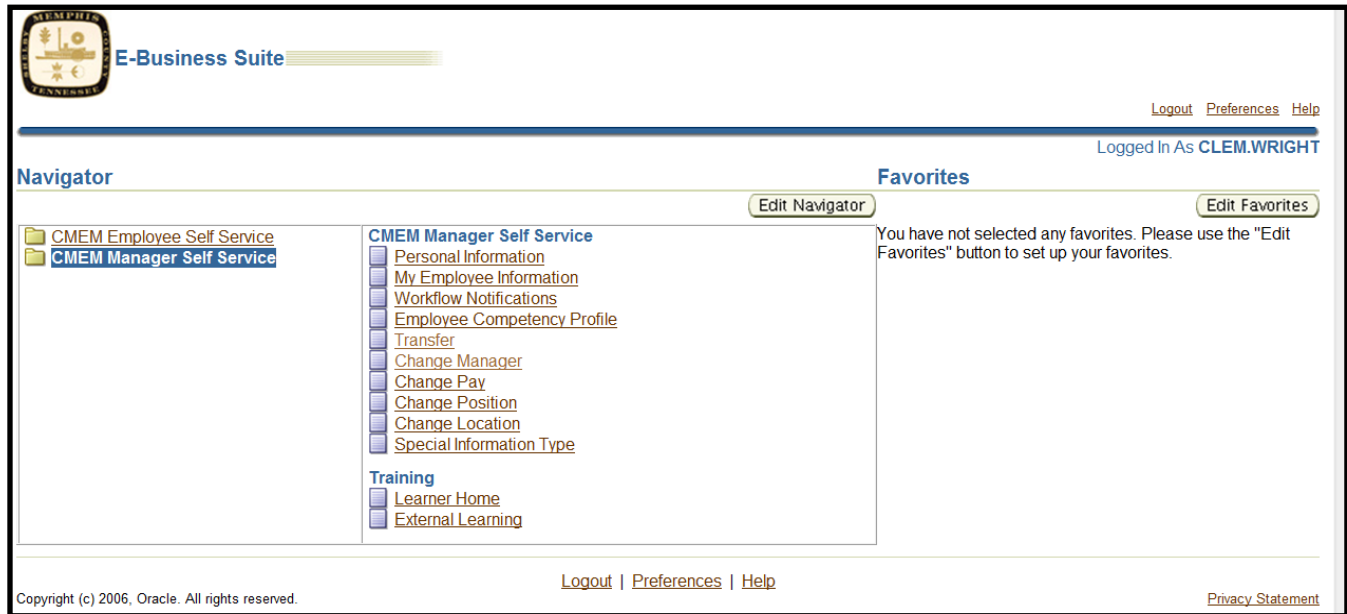
Details	Line No	Approver	Approver Type	Order No	Category	Status	Delete
Show	1	CMEM SSHR PW Drain Admin	Position Control Roles	1	Approver		
Show	2	CMEM SSHR PW Street Director	Position Control Roles	2	Approver		
Show	3	CMEM SSHR Compensation Mgr	Position Control Roles	3	For Your Information		

Below the table is a link 'Add Adhoc Approver'.

At the bottom, there is a section titled 'Comments to Approver'.

## 5.3 – Change Pay

1. Select Responsibility “CMEM Manager Self Service”
2. Select menu option “Change Pay”




The screenshot shows the E-Business Suite interface. At the top left is the Memphis logo and the text "E-Business Suite". On the right, there are links for "Logout", "Preferences", and "Help", and a status bar indicating "Logged In As CLEM.WRIGHT". The main area is divided into two panels: "Navigator" and "Favorites". The "Navigator" panel has a tree view with "CMEM Employee Self Service" and "CMEM Manager Self Service". Under "CMEM Manager Self Service", there is a list of options including "Personal Information", "My Employee Information", "Workflow Notifications", "Employee Competency Profile", "Transfer", "Change Manager", "Change Pay", "Change Position", "Change Location", "Special Information Type", and "Training". The "Favorites" panel shows a message: "You have not selected any favorites. Please use the 'Edit Favorites' button to set up your favorites." At the bottom, there is a copyright notice: "Copyright (c) 2006, Oracle. All rights reserved." and a "Privacy Statement" link.

3. Select an Employee from the Hierarchy or Search for Employee
4. Click the icon in the “Action” column



The screenshot shows the "CMEM Manager Self Service" interface. At the top left is the Memphis logo and the text "CMEM Manager Self Service". On the right, there are links for "Home", "Logout", "Preferences", and "Help". The main heading is "Change Pay: People in Hierarchy". Below this is a table with the following columns: "Focus", "Name", "Assignment Number", "Job Category", "Position", "Department", "Action", and "Details". The table contains two rows of data. The first row shows "Clem Wright" with an assignment number of 27483, job category of "Craft", position of "Oper.Heavy Equip...171502.00010", and department of "171502-Heavy Equipment Services". The second row shows "Kamillah Kelly" with the same assignment number, job category, position, and department. The "Action" column for the second row contains a blue icon. At the bottom, there is a copyright notice: "Copyright (c) 2006, Oracle. All rights reserved." and a "Privacy Statement" link.

Focus	Name	Assignment Number	Job Category	Position	Department	Action	Details
	Clem Wright	27483	Craft	Oper.Heavy Equip...171502.00010	171502-Heavy Equipment Services		
	Kamillah Kelly	27483	Craft	Oper.Heavy Equip...171502.00010	171502-Heavy Equipment Services		

5. Enter an Effective Date
6. Click “Continue”

**Information**

Please enter an Effective Date on or after 21-Aug-2012.

**Change Pay: Effective Date Options**

Back Continue


Effective Date 24-Aug-2012

Employee Name **Kamillah Kelly**  
 Organization Email Address  
 Manager **Clem Wright**

Employee Number **27483**  
 Department **171502-Heavy Equipment Services**  
 Job **Craft**

Enter the date on which the changes should take effect, and press the Continue button.

- ☒ Changes should take effect on the effective date as entered below.

Effective Date    
 (example: 24-Aug-2012)

- ☐ Changes should take effect as soon as final approval is made.

⌂

August

▼

2012

▼

Sun

Mon

Tue

Wed

Thu

Fri

Sat

29

30

31

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

29

30

31

1

Back Continue

**7. Enter the “New Pay Rate”**

- Option to enter new pay rate as a “Single or Multiple”
- Ensure that you select the “Description Dropdown Menu” to enter the type of pay rate change
- Enter new pay rate “Biweekly, Annual Equivalent or Percentage” (use 5% as the new pay rate)

**8. Click “Next”****Change Pay: Pay Rate**

Cancel Save For Later Back Next


Effective Date 24-Aug-2012


Employee Name **Kamillah Kelly**  
 Department **171502-Heavy Equipment Services**  
 Job Category **Craft**

Employee Number **27483**  
 Manager **Clem Wright**  
 Position **Oper.Heavy Equip...171502.00010**

**Current Pay Rate**Currency **US Dollar ( \$ )**

Changed On	Description	Biweekly	Annual Equivalent	Fte	Annual Equivalent	Last Pay Change
20-Aug-2012	Current Pay Rate	1,355.28	35,237.28		35,237.28	(%)

**Proposed Pay Rate**☒ Single Pay RateCurrency **US Dollar ( \$ )**☐ Multiple Pay Rate 

Description	Biweekly	Annual Equivalent	Percent
	67.76	1,761.76	5.000
New Pay Rate	<input type="text" value="1,423.04"/>	36,999.04	

Comments

Quartile   
 Comparatio   
 Grade Range **0.00 - 0.00**  
 Grade Mid Point **0.00**  
 FLSA Status **Non Exempt**  
 Fte Annual Equivalent

Cancel Save For Later Back Next

13. Click “Submit” (\*\*\*\*\***CANCEL TRANSATION\*\*\*\*\*DO NOT CLICK SUBMIT\*\*\*\*\***)

**Note:** The **List of Approvers** is listed on this page; Change Pay actions cannot be completed until the list of approvers has approved action.

14. Click “Home”

Change Pay: Review

Effective Date 24-Aug-2012

Employee Name

Kamillah Kelly

Department

171502-Heavy Equipment Services

Job Category

Craft

Employee Number

27483

Manager

Clem Wright

Position

Oper.Heavy Equip...171502.00010

Cancel

Printable Page

Save For Later

Back

Submit

Review your changes and, if needed, attach supporting documents.

Indicates Changed Items.

Pay Rate

	Current	Proposed
Administration		67.76 USD
Pay Rate	1,355.28 USD	1,423.04 USD
Pay Rate ( Annual Equivalent )	35,237.28 USD	36,999.04 USD
Salary Effective Date		24-Aug-2012
Comments		

Additional Information

Attachments

To help approvers understand the request, you can attach supporting documents, images, or links to this action.

None

Add

Approvers

Details	Line No	Approver	Approver Type	Order No	Category	Status	Delete
Show	1	CMEM SSHR PW Drain Admin	Position Control Roles	1	Approver		
Show	2	CMEM SSHR PW Street Director	Position Control Roles	2	Approver		
Show	3	CMEM SSHR Compensation Analyst	Position Control Roles	3	Approver		
Show	4	CMEM SSHR Compensation Mgr	Position Control Roles	4	Approver		
Show	5	CMEM SSHR Director HR	Position Control Roles	5	Approver		
Show	6	CMEM SSHR Data Management	Position Control Roles	6	Approver		
Show	7	CMEM SSHR Benefits	Position Control Roles	7	For Your Information		

Add Adhoc Approver

## 5.4 – Change Position

1. Select responsibility “CMEM Employee Self Service”
2. Select menu option “Change Position”

Logout

Preferences

Help

Logged In As CLEM.WRIGHT

Navigator

CMEM Employee Self Service

CMEM Manager Self Service

CMEM Manager Self Service

Personal Information

My Employee Information

Workflow Notifications

Employee Competency Profile

Transfer

Change Manager

Change Pay

Change Position

Change Location

Special Information Type

Training

Learner Home

External Learning

Favorites

You have not selected any favorites. Please use the "Edit Favorites" button to set up your favorites.

Logout

Preferences

Help

Copyright (c) 2006, Oracle. All rights reserved.

Privacy Statement

3. Select an Employee from the Hierarchy or Search for Employee
4. Click the icon in the “Action” column

**Change Position: People in Hierarchy**

Focus	Name	Assignment Number	Job Category	Position	Department	Action	Details
	▼ Clem Wright						
	Kamillah Kelly	27483	Craft	Oper.Heavy Equip...171502.00010	171502-Heavy Equipment Services		

Copyright (c) 2006, Oracle. All rights reserved. [Home](#) | [Logout](#) | [Preferences](#) | [Help](#) [Privacy Statement](#)

5. Enter an Effective Date
6. Click “Continue”

**Information**  
Please enter an Effective Date on or after 20-Aug-2012.

**Change Position: Effective Date Options**

Effective Date 24-Aug-2012

Employee Name **Kamillah Kelly** Employee Number **27483**  
 Organization Email Address Department **171502-Heavy Equipment Services**  
 Manager **Clem Wright** Job **Craft**

Enter the date on which the changes should take effect, and press the Continue button.

☒ Changes should take effect on the effective date as entered below.  
 Effective Date    
 (example: 24-Aug-2012)

☐ Changes should take effect as soon as final approval is made.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

Copyright (c) 2006, Oracle. All rights reserved. [Home](#) | [Logout](#) | [Preferences](#) | [Help](#) [Privacy Statement](#)

7. Enter new Job Title “Executive” or enter “percent sign %” to activate the search engine
8. Enter a new Position from the list of values
9. Click “Next”

**Change Position: Assignment**

Effective Date 24-Aug-2012

Employee Name **Kamillah Kelly** Employee Number **27483**  
 Department **171502-Heavy Equipment Services** Manager **Clem Wright**  
 Job Category **Craft** Position **Oper.Heavy Equip...171502.00010**

\* Indicates required field

**Job Category**

Job Category

[More Details ...](#)

[Cancel](#) [Save For Later](#) [Back](#) [Next](#)

10. Click “Submit” (\*\*\*\*\*CANCEL TRANSATION\*\*\*\*\*DO NOT CLICK SUBMIT\*\*\*\*\*)

**Note:** The **List of Approvers** is listed on this page; Change Pay actions cannot be completed until the list of approvers has approved action.

11. Click “Home”

**Change Position: Review**

[Cancel](#) [Printable Page](#) [Save For Later](#) [Back](#) [Submit](#)

Effective Date 24-Aug-2012

Employee Name **Kamillah Kelly**

Department **171502-Heavy Equipment Services**

Job Category **Craft**

Employee Number **27483**

Manager **Clem Wright**

Position **Oper.Heavy Equip...171502.00010**

Review your changes and, if needed, attach supporting documents.

☒ Indicates Changed Items.

**Assignment**

	Current	Proposed
<b>Job</b>	Craft	Professional <input checked="" type="radio"/>
<b>LOC Worker is a Manager</b>	No	No
<b>Bargaining Unit</b>	9999 - Non-represented	9999 - Non-represented
<b>Union Member</b>	Yes	Yes

**Additional Information**

**Attachments**

To help approvers understand the request, you can attach supporting documents, images, or links to this action.

**None** [Add](#)

**Approvers**

Details	Line No	Approver	Approver Type	Order No	Category	Status	Delete
<a href="#">Show</a>	1	CMEM SSHR PW Drain Admin	Position Control Roles	1	Approver		
<a href="#">Show</a>	2	CMEM SSHR PW Street Director	Position Control Roles	2	Approver		
<a href="#">Show</a>	3	CMEM SSHR Position Coordinator	Position Control Roles	3	Approver		
<a href="#">Show</a>	4	CMEM SSHR Compensation Analyst	Position Control Roles	4	Approver		
<a href="#">Show</a>	5	CMEM SSHR Compensation Mgr	Position Control Roles	5	Approver		
<a href="#">Show</a>	6	CMEM SSHR Director HR	Position Control Roles	6	Approver		
<a href="#">Show</a>	7	CMEM SSHR Data Management	Position Control Roles	7	Approver		

[Add Adhoc Approver](#)

## 5.5 - Change Location

1. Select responsibility “CMEM Employee Self Service”
2. Select menu option “Change Location”

**E-Business Suite**

[Logout](#) [Preferences](#) [Help](#)

Logged In As **CLEM.WRIGHT**

**Navigator**

[Edit Navigator](#)

CMEM Employee Self Service

CMEM Manager Self Service

Personal Information

My Employee Information

Workflow Notifications

Employee Competency Profile

Transfer

Change Manager

Change Pay

Change Position

Change Location

Special Information Type

Training

Learner Home

External Learning

**Favorites**

[Edit Favorites](#)

You have not selected any favorites. Please use the "Edit Favorites" button to set up your favorites.

[Logout](#) | [Preferences](#) | [Help](#)

Copyright (c) 2006, Oracle. All rights reserved. [Privacy Statement](#)

CMEM Employee/Manager Self-Service

Page 57



3. Select an Employee from the Hierarchy or Search for Employee
4. Click the icon in the “Action” column

**Change Location: People in Hierarchy**

Focus	Name	Assignment Number	Job Category	Position	Department	Action	Details
	Clem Wright						
	Kamillah Kelly	27483	Craft	Oper.Heavy Equip...171502.00010	171502-Heavy Equipment Services		

Copyright (c) 2006, Oracle. All rights reserved. [Home](#) | [Logout](#) | [Preferences](#) | [Help](#) [Privacy Statement](#)

5. Enter an Effective Date
6. Click “Continue”

**Information**  
Please enter an Effective Date on or after 20-Aug-2012.

**Change Location: Effective Date Options**

Effective Date 24-Aug-2012 [Back](#) [Continue](#)

Employee Name **Kamillah Kelly** Employee Number **27483**  
 Organization Email Address Department **171502-Heavy Equipment Services**  
 Manager **Clem Wright** Job **Craft**

Enter the date on which the changes should take effect, and press the Continue button.

☒ Changes should take effect on the effective date as entered below.  
 Effective Date    
 (example: 24-Aug-2012)

☐ Changes should take effect as soon as final approval is made.

August 2012 

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

[Back](#) [Continue](#)

Copyright (c) 2006, Oracle. All rights reserved. [Home](#) | [Logout](#) | [Preferences](#) | [Help](#) [Privacy Statement](#)

7. Select a New Location from the “List of Values”

**Note:** To search for a value click on the “flashlight” to activate the search engine; enter “percent sign (%)” to search by wild card.

8. Click “Next”

**Change Location** [Cancel](#) [Save For Later](#) [Back](#) [Next](#)

Effective Date 24-Aug-2012

Employee Name **Kamillah Kelly** Employee Number **27483**  
 Department **171502-Heavy Equipment Services** Manager **Clem Wright**  
 Job Category **Craft** Position **Oper.Heavy Equip...171502.00010**

Indicates required field

\* Location

Address Line 1 **204435-PKS Mississippi Maint. Compound**  
 Address Line 2 **125 N. Main Street**  
 City **Memphis**  
 State **TN** Tennessee  
 Zip Code **38103**  
 County **Shelby** Shelby  
 Country **United States**

9. Click “Submit” (\*\*\*\*\*CANCEL TRANSATION\*\*\*\*\*DO NOT CLICK SUBMIT\*\*\*\*\*)

10. Click “Home”

**Change Location: Review**

Effective Date 24-Aug-2012

Employee Name **Kamillah Kelly** Employee Number **27483**  
Department **171502-Heavy Equipment Services** Manager **Clem Wright**  
Job Category **Craft** Position **Oper.Heavy Equip...171502.00010**

Review your changes and, if needed, attach supporting documents.  
[Indicates Changed Items.](#)

Location	Current	Proposed
Home Worker	No	No
Location	172511-PW Street Maint/ Heavy Equipment	204435-PKS Mississippi Maint. Compound <a href="#">●</a>
Country	United States	United States


**Additional Information**

**Attachments**  
To help approvers understand the request, you can attach supporting documents, images, or links to this action.  
**None** [Add](#)

**Comments to Approver**

## 5.6 – Employee Competency Profile

1. Select responsibility “CMEM Employee Self Service”
2. Select menu option “Employee Competency Profile”

 **E-Business Suite**

[Logout](#) [Preferences](#) [Help](#)

Logged In As **CLEM.WRIGHT**

**Navigator** **Favorites**

[Edit Navigator](#) [Edit Favorites](#)

[CMEM Employee Self Service](#)  
[CMEM Manager Self Service](#)

**CMEM Manager Self Service**

- [Personal Information](#)
- [My Employee Information](#)
- [Workflow Notifications](#)
- [Employee Competency Profile](#)
- [Transfer](#)
- [Change Manager](#)
- [Change Pay](#)
- [Change Position](#)
- [Change Location](#)
- [Special Information Type](#)

**Training**

- [Learner Home](#)
- [External Learning](#)

You have not selected any favorites. Please use the "Edit Favorites" button to set up your favorites.

Copyright (c) 2006, Oracle. All rights reserved. [Logout](#) | [Preferences](#) | [Help](#) [Privacy Statement](#)

3. Select an Employee from the Hierarchy or Search for Employee
4. Click the icon in the “Action” column

## Employee Competency Profile: People in Hierarchy

Focus	Name	Assignment Number	Job Category	Position	Department	Action	Details
	▼ Clem Wright						
	Kamillah Kelly	27483	Craft	Oper.Heavy Equip...171502.00010	171502-Heavy Equipment Services		

[Home](#) | [Logout](#) | [Preferences](#) | [Help](#)

Copyright (c) 2006, Oracle. All rights reserved.

[Privacy Statement](#)

### 5. Click “Add Competencies”

6. To search for a value click on the “flashlight” to activate the search engine; enter “percent sign (%)” to search by wild card.

**Note:** Managers as well as Employees have the ability to update Employees’ Competency Profile

## Employee Competency Profile: Competency Profile

[Cancel](#) [Save For Later](#) [Competency Profile History](#) [Review & Submit](#)

Employee Name **Kamillah Kelly**  
Business Group **City of Memphis Tennessee**

Employee Number **27483**

Click Correct to correct competency details. Click Enter New Levels Attained to record a new level of achievement in a competency.

### Current Competencies

[Add Competencies](#)

Name	Level	Status	Start Date	End Date	Correct
No results found.					

### Current Session Changes

Name	Current Level	Proposed Level	Status	Current Start Date	Proposed Start Date	Proposed End Date	Correct	Delete
No results found.								

### Competencies Pending Approval

Name	Current Level	Proposed Level	Status	Current Start Date	Proposed Start Date	Proposed End Date
No results found.						

### 7. Select Name: “Accounting & Basic PC Skills”

### 8. Select Level: “40 & 6 Years”

### 9. Enter “Start Date”

### 10. Click “Apply”

## Add Competencies

Employee Name **Kamillah Kelly**  
Business Group **City of Memphis Tennessee**

Employee Number **27483**

[Cancel](#) [Apply](#)

Click Add Default Profile to include competencies defined for your job, position, organization, or business group. Click Details to correct competency information or record outcomes achieved for a unit standard competency.

[Add Default Profile](#) [Search for Competencies](#)

Name	Level	Status	Start Date	Details	Delete
Accounting	40	Achieved	20-Aug-2012 (example: 24-Aug-2012)		
Basic PC Skills	6	Achieved	01-Aug-2012 (example: 24-Aug-2012)		

**Note:** Information listed in the Current session Changes section

**Employee Competency Profile: Competency Profile**

[Cancel](#) [Save For Later](#) [Competency Profile History](#) [Review & Submit](#)

Employee Name **Kamillah Kelly**  
Business Group **City of Memphis Tennessee**

Employee Number **27483**

Click Correct to correct competency details. Click Enter New Levels Attained to record a new level of achievement in a competency.

**Current Competencies**

[Add Competencies](#)

Name	Level	Status	Start Date	End Date	Correct
No results found.					

**Current Session Changes**

Name	Current Level	Proposed Level	Status	Current Start Date	Proposed Start Date	Proposed End Date	Correct	Delete
Accounting		40-Associate Degree	Achieved		20-Aug-2012			
Basic PC Skills		6-6 years	Achieved		01-Aug-2012			

**Competencies Pending Approval**

Name	Current Level	Proposed Level	Status	Current Start Date	Proposed Start Date	Proposed End Date
No results found.						

11. Click “Review and Submit”

12. Click “Submit” (\*\*\*\*\*CANCEL TRANSATION\*\*\*\*\*DO NOT CLICK SUBMIT\*\*\*\*\*)

**Employee Competency Profile: Review**

[Cancel](#) [Printable Page](#) [Save For Later](#) [Back](#) [Submit](#)

Employee Name **Kamillah Kelly**  
Business Group **City of Memphis Tennessee**

Employee Number **27483**

Review your changes and, if needed, attach supporting documents.  
 Indicates Changed Items.

**Competency Profile**

Name	Short Name	Current Level	Proposed Level	Status	Current Start Date	Proposed Start Date	Proposed End Date
Accounting			40-Associate Degree	Achieved		20-Aug-2012	
Basic PC Skills			6-6 years	Achieved		01-Aug-2012	

**Additional Information**

**Attachments**

To help approvers understand the request, you can attach supporting documents, images, or links to this action.


None [Add](#)

**Comments to Approver**

**Note:** Changes are applied and Employee is CC'd

## 5.7 – View Special Information Type

1. Select responsibility “CMEM Employee Self Service”
2. Select menu option “Employee Competency Profile”


**E-Business Suite**

[Logout](#)
[Preferences](#)
[Help](#)

Logged In As **CLEM.WRIGHT**

**Navigator**

[Edit Navigator](#)

[CMEM Employee Self Service](#)

[CMEM Manager Self Service](#)

**CMEM Manager Self Service**

- [Personal Information](#)
- [My Employee Information](#)
- [Workflow Notifications](#)
- [Employee Competency Profile](#)
- [Transfer](#)
- [Change Manager](#)
- [Change Pay](#)
- [Change Position](#)
- [Change Location](#)
- [Special Information Type](#)

**Training**

- [Learner Home](#)
- [External Learning](#)

**Favorites**

[Edit Favorites](#)

You have not selected any favorites. Please use the "Edit Favorites" button to set up your favorites.

[Logout](#) | [Preferences](#) | [Help](#)

Copyright (c) 2006, Oracle. All rights reserved.
 [Privacy Statement](#)

3. Select an Employee from the Hierarchy or Search for Employee

4. Click the icon in the "Action" column

Special Information Type: People in Hierarchy							
Focus	Name	Assignment Number	Job Category	Position	Department	Action	Details
	▼ Clem Wright						
	Kamillah Kelly	27483	Craft	Oper.Heavy Equip...171502.00010	171502-Heavy Equipment Services		

**Special Information Type: Special Information**

[Cancel](#)
[Save For Later](#)
[Back](#)
[Next](#)

Employee Name **Kamillah Kelly**
 Employee Number **27483**

Business Group **City of Memphis Tennessee**

**Accrual Base Date**

Select Status	Sick Accrual Base Date	Bonus Accrual Base Date	Start Date	End Date
No results found.				

**Actual Term Date**

Select Status	Actual Termination Date	Start Date	End Date
No results found.			

**Driver License Details**

Select Status	Driver's License #	Driver's License State	Start Date	End Date
No results found.				

**Eligible for ReHire Info**

Select Status	Eligible for Rehire?	If Not, Please state the reason	Start Date	End Date
No results found.				

**Fire Training**

Select Status	Date Taken	Course Name	Start Date	End Date
No results found.				

**Police Information**

Select Status	Badge No	IBM No	Date of Commission	Class No	Class Grade	Class Standing	Last Promotion	Employee Status	Assign Code	Start Date	End Date
No results found.											

# CMEM Manager Self-Service

## Summary

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

# City Of Memphis

---

## Oracle Self-Service Training



The screenshot shows the Oracle E-Business Suite login interface. At the top left is the 'ORACLE' logo in red and 'E-Business Suite' in blue. Below this is a horizontal blue bar. Under the bar, the word 'Login' is displayed in blue. To the right of 'Login' are two input fields: 'Username' and 'Password'. Below the 'Password' field is a 'Login' button. At the bottom, there is a 'TIP' icon followed by the text 'Forgot your password?'.

## CMEM Managers' Worklist



**Presented by CMEM Human Resources Division**

---


## Contents

<i>HRSS1 - Worklist (Notifications)</i> .....	66
<i>HRSS2 - Vacation Rules</i> .....	68
<i>HRSS3 - Worklist Access</i> .....	70
EXER1 – Employee HRSS Training Exercise .....	73
1.1 - Employees' Personal Information .....	73
1.2 - Competencies and Education Qualifications .....	73
EXER2 – Manager HRSS Training Exercise .....	74
1.1 - My Employee Information .....	74
1.2 - Managers' Actions .....	74
1.3 - Work List Notification .....	74



## HRSS1 - Worklist (Notifications)

The Worklist displays any items requiring attention (i.e. approval, action, information).

**CMEM Manager Self Service**

[Home](#) [Logout](#) [Preferences](#) [Help](#) [Personalize Page](#)

---

### Worklist

View Open Notifications Go

Select Notifications: Open Reassign Close

Select All | Select None

Select	From	Type	Subject	Sent	Due
<input type="checkbox"/>	BELL, JOE	HR	<a href="#">Transfer for Kelly, Kamillah (forwarded to CMEM SSHR Data Management)</a>	07-Sep-2012	
<input type="checkbox"/>	BELL, JOE	HR	<a href="#">Transfer for Kelly, Kamillah (forwarded to CMEM SSHR Director HR)</a>	07-Sep-2012	
<input type="checkbox"/>	BELL, JOE	HR	<a href="#">Personal Information - Emergency Contacts for Wright, Clem has been approved.</a>	28-Aug-2012	
<input type="checkbox"/>	BELL, JOE	HR	<a href="#">Personal Information - Emergency Contacts for Wright, Clem has been approved.</a>	28-Aug-2012	

☒ **TIP** [Vacation Rules](#) - Redirect or auto-respond to notifications.  
☒ **TIP** [Worklist Access](#) - Specify which users can view and act upon your notifications.

[Home](#) | [Logout](#) | [Preferences](#) | [Help](#) | [Personalize Page](#)

Copyright (c) 2006, Oracle. All rights reserved.  
[About this Page](#)[Privacy Statement](#)

To alter the sort order of the Worklist, click on the title bar of the appropriate column.




Sent	Due	Status
17-Aug-2012		Closed
17-Aug-2012		Closed

To access the notification details screen, click on the Subject link.

Select	From	Type	Subject	Sent	Due
<input type="checkbox"/>	BELL, JOE	HR	<a href="#">Transfer for Kelly, Kamillah (forwarded to CMEM SSHR Data Management)</a>	07-Sep-2012	
<input type="checkbox"/>	BELL, JOE	HR	<a href="#">Transfer for Kelly, Kamillah (forwarded to CMEM SSHR Director HR)</a>	07-Sep-2012	
<input type="checkbox"/>	BELL, JOE	HR	<a href="#">Personal Information - Emergency Contacts for Wright, Clem has been approved.</a>	28-Aug-2012	

Click on the “**SUBJECT**” to display further information and specify/ filter the type of notification displayed.



**CMEM Manager Self Service**

[Home](#) [Logout](#) [Preferences](#) [Help](#) [Personalize Page](#)

---

**Information**

This notification does not require a response.

**Transfer for Kelly, Kamillah has been approved. These changes are effective from 06-SEP-2012.**

From **BELL, JOE**  
 To **Wright, Clem**  
 Sent **07-Sep-2012 15:43:33**  
 ID **4564661**  
 Final Approver **CMEM SSHR Data Management**  
 User Name **PQH\_ROLE:66**  
 Note From Last approver

---

[Return to Worklist](#)

☐ Display next notification after my response

[Home](#) | [Logout](#) | [Preferences](#) | [Help](#) | [Personalize Page](#)

Copyright (c) 2006, Oracle. All rights reserved.  
[About this Page](#)
[Privacy Statement](#)

Whenever you click on a notification, detailed information is presented for a specific action.

**Approve/OK** → Use  button to approve notifications

**Reject** → Use  button to reject notifications (not displayed on this action).

## Law No. 3 **Managers – If an action is rejected enter the reason**

**Reassign** → Use  button to transfer or delegate a notification.

**Request Information** → Use  button to obtain additional information prior to actioning a notification.

## HRSS2 - Vacation Rules

You can redirect or auto-respond to notifications.

1. Click on **Vacation Rules** link.

**Select Notifications:** [Open](#) [Reassign](#) [Close](#)

[Previous](#) [1-100](#) [Next 100](#)

[TIP Vacation Rules](#) - Redirect or auto-respond to notifications.  
[TIP Worklist Access](#) - Specify which users can view and act upon your notifications.

[Home](#) | [Logout](#) | [Preferences](#) | [Help](#)

Copyright (c) 2006, Oracle. All rights reserved. [Privacy Statement](#)

2. Click on **Create Rule** button.

**Vacation Rules**

[Create Rule](#)

Rule Name	Item Type	Rule Information List	Notification	Update	Delete	Status
You have not setup any vacation rules. Please use the Create Rule button to create a new vacation rule.						

3. Select an **Item Type**.

[Diagnostics](#) [Home](#) [Logout](#) [Preferences](#) [Help](#)

**Item Type** Notification Rule Response

**Vacation Rule: Item Type**

Select the type of notification that will activate this rule.

Item Type [--All--](#)

If "--All--" is selected, you will skip to Step 3.

[Return to Vacation Rules](#)

Step 1 of 3 [Next](#)

[Diagnostics](#) | [Home](#) | [Logout](#) | [Preferences](#) | [Help](#)

Copyright (c) 2005, Oracle. All rights reserved.  
[About this Page](#) [Privacy Statement](#)

4. Click on **Next** button.

5. Select a **Notification**.

Item Type Notification Rule Response

**Vacation Rule: Notification**

Indicate the notification format that will activate this rule

Item Type **HR**

Notification --All--

Cancel Back Step 2 of 3 Next

6. Click on **Next** button.

Item Type Notification Rule Response

**Vacation Rule: Response**

\* Indicates required field

Item Type **All**

Notification **All**

\* Start Date 20-Aug-2012 11:39:54  
(example: 20-Aug-2012 11:39:54)

End Date

Message

Comments will display with each routed notification

☒ Reassign All Employees and Users Sabatini, Eric

☒ Delegate your response  
A manager may delegate all notification approvals to an assistant.

☐ Transfer notification ownership  
A manager may transfer a notification for a specific project to the new manager of that project.

Cancel Back Step 3 of 3 Apply

7. Select **Reassign**

- i. **"Delegate your response"** - Select this option if you want to give the new user authority to respond to the notification on your behalf, but you want to retain ownership of the notification yourself. For example, a manager might delegate all vacation scheduling approvals to an assistant.
- ii. **"Transfer notification ownership"** - Select this option if you want to give the new user complete ownership of and responsibility for the notification. For example, use this option if you should not have received the notification and you want to send it to the correct recipient or to another recipient for resolution. A transfer may have the effect of changing the approval hierarchy for the notification. For example, a manager might transfer a notification about a certain project to another manager who now owns that project.

8. Click on **"Apply"** button

9. Click **"Home"**

Home Logout Preferences Help

**Vacation Rules**

Create Rule

Rule Name	Item Type	Notification	Update	Delete	Status
Delegate: Sabatini, Eric	<All>	<All>			Active

Return to Worklist

Home | Logout | Preferences | Help

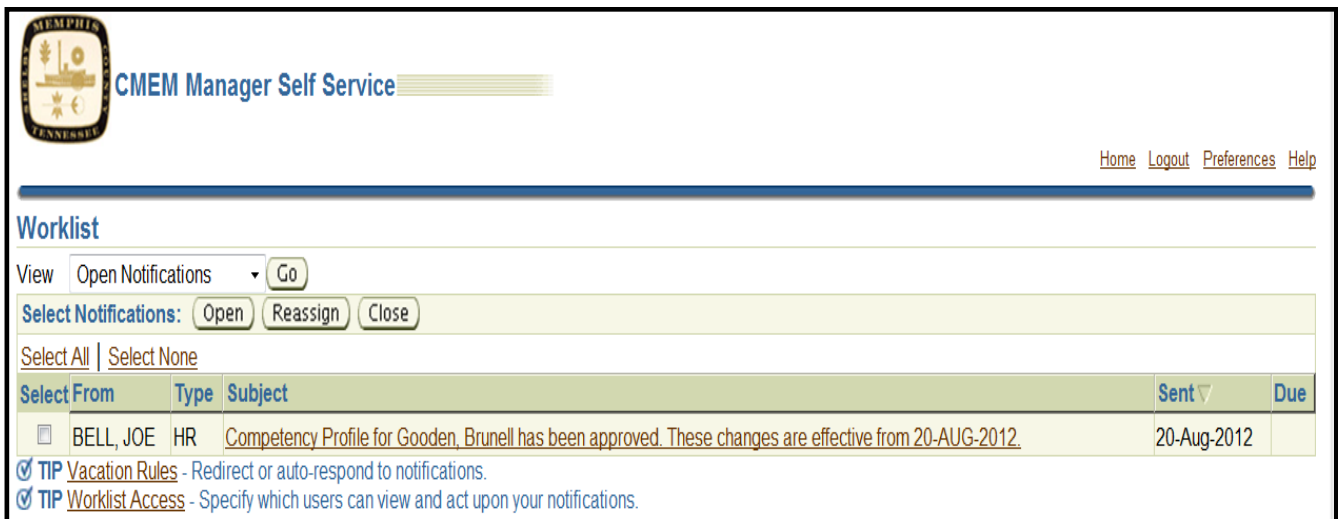
Copyright (c) 2006, Oracle. All rights reserved. Privacy Statement

## HRSS3 - Worklist Access

The Advanced Worklist also lets you grant access to your worklist to another user. That user can then act as your proxy to handle the notifications in your list on your behalf. You can either grant a user access for a specific period or allow the user's access to continue indefinitely.

### To Grant Access to Your Worklist:

1. Navigate to the Worklist Access page by navigating to your worklist and selecting the **Worklist Access** link.



**Worklist**

View: Open Notifications Go

Select Notifications: Open Reassign Close

Select All Select None

Select From	Type	Subject	Sent	Due
<input type="checkbox"/> BELL, JOE	HR	Competency Profile for Gooden, Brunell has been approved. These changes are effective from 20-AUG-2012.	20-Aug-2012	

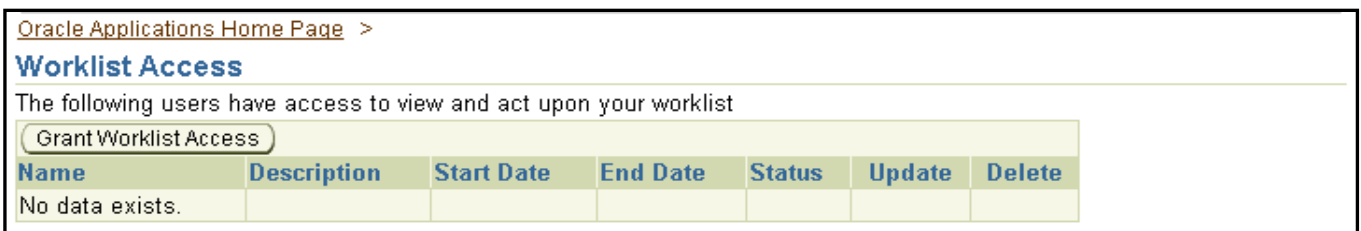
☒ TIP Vacation Rules - Redirect or auto-respond to notifications.

☒ TIP Worklist Access - Specify which users can view and act upon your notifications.

The start and end dates for each user determine the access period when the user can view and act on your worklist. The user's active or inactive status depends on whether the current date is within the access period.

**Note:** If a user has an e-mail address defined in Oracle Applications, you can select the link in the User Name column to send e-mail to that user.

2. To grant access to another user, choose the Grant Worklist Access button.



[Oracle Applications Home Page](#) >

### Worklist Access

The following users have access to view and act upon your worklist

Grant Worklist Access

Name	Description	Start Date	End Date	Status	Update	Delete
No data exists.						


- Select the user you want, and enter an optional description.
- Specify the start date when the user can begin accessing your worklist. You can optionally also specify an end date after which the user will no longer have access, or leave the end date blank to grant access indefinitely.

3. To update the start and end dates of a user's access period, select the Update icon for that user and enter your changes.


### Grant Worklist Access


Grant another user access to view and act upon your notifications via the Worklist.

\* Indicates required field

\* Name All Employees and Users ▾  

Description


\* Start Date    
(example: 20-Aug-2012)

End Date  

Grant Access to ☒ All Item Types  
☐ Selected Item Types

[Cancel](#) [Apply](#)

4. To delete a user from the list, select the Delete icon for that user. The user will no longer have access to your worklist, even if the user's access status was previously Active.





### CMEM Manager Self Service

[Home](#) [Logout](#) [Preferences](#) [Help](#)

#### Worklist Access

The following users have access to view and act upon your worklist

[Grant Worklist Access](#)

Name	Description	Start Date	End Date	Status	Update	Delete
<a href="#">Sabatini, Eric</a>	*NULL*	20-Aug-2012		Active		

[Return to Worklist](#)

Copyright (c) 2006, Oracle. All rights reserved. [Home](#) | [Logout](#) | [Preferences](#) | [Help](#) [Privacy Statement](#)

**Note:** When you delete a user, the record of the user's access no longer appears in your Worklist Access page. If you want to keep this record for reference, you can simply set the end date to end the user's access, rather than deleting the user.

---

## CMEM Self-Service Manager Approvals

### Summary

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

---

## **EXER1 – Employee HRSS Training Exercise**

### **1.1 - Employees' Personal Information**

- a. Update Employee Marital Status
- b. Update Home Phone Number, and add a Mobile, Fax and Work Numbers
- c. Update Main Address
- d. Add Emergency Contact
- e. View Payslip, and update W-4 to "exempt status"

### **1.2 - Competencies and Education Qualifications**

- a. Add two (2) Employees' Competencies – Basic PC Skills & job related skillset
- b. Add Qualification – Bachelor or Master Degree, which every apply

**Exercise Notes:**



---

## **EXER2 – Manager HRSS Training Exercise**

### **1.1 - My Employee Information**

- a. Verify your subordinates (Note any updates or changes at the space provided below)

### **1.2 - Managers' Actions**

- a. Transfer an Employee
- b. Change Manager, and update subordinate direct reports, if applicable
- c. Update and approve Employees' Profile – add two (2) job related profiles for your designed employee

### **1.3 - Work List Notification**

- a. View and approve pending worklist actions, if applicable
- b. Delegate authority to your actual delegated user

**Exercise Notes:**